



JOB TITLE: Assistant Pool Manager

GRADE PTT 5

DEPARTMENT: Parks & Recreation

FLSA STATUS:

Non-Exempt

REPORTS TO: Parks Supervisor

GENERAL DEFINITION OF WORK:

Under the supervision of the Parks Supervisor the Assistant Pool Manager assists the Pool Manager by performing professional duties in ensuring effective operation of Marty Snook Pool. Responsible for assisting in hiring, training, scheduling, and evaluating lifeguards. Ensuring that all lifeguarding certifications are current and that all lifeguards are fully competent in performing water procedures and assisting in ensuring the safety of the patrons in and around the pools and monitoring swimmers to ensure all safety rules are being followed. Responsible for assisting with scheduling and payroll of pool staff, depositing of income, reporting deposit summaries to the Parks Department, and overseeing operations and ordering for the food concession services.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assist in preparing the pool for the yearly health department inspection prior to the opening of the pool.
2. Assisting in winterizing the pool and facilities at the end of the pool season.
3. Carrying out all duties assigned by the Parks Supervisor and Pool Manager.
4. . Responsible for water chemistry reading, chemical adjustments as necessary, and maintaining associated documentation.
5. The ability to obtain and maintain the CPO certification and Lifeguard, CPR/AED and First Aid training.
6. Overseeing that the guards are in the assigned area in rotation to prevent accidents and injuries, the necessary precautions are observed to ensure the health, safety, and welfare of patrons.
7. Ability to be responsible for opening and closing the facility. Reporting promptly at the assigned time of duty and remain on duty status until the designated shift has been completed.
8. Documenting and reporting all disciplinary problems and accidents to the Pool Manager and Parks Supervisor.
9. Ability to use a computer to generate various reports and schedule and track employee time.
10. Reporting promptly at the assigned time of duty. Weekday and weekend hours are mandatory.
11. Enforcing all established rules and regulations and adhering to the policies of the facility and aid in controlling the behavior of those patrons who use the facility.
12. Reminding patrons of pool rules, when necessary, in a polite, firm manner and contact supervision when necessary.
13. Having the ability to react calmly and effectively in emergency situations.
14. Maintaining positive public relations with patrons.
15. Performing checks and assigning custodial duties in maintaining a clean and safe facility including but not limited to bathrooms and changing rooms, trash cleanup inside and outside the facility and vacuum pools.
16. Performing other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a full range of motion, such as, but not limited to climbing, balancing, stooping, crawling, reaching, kneeling, crouching, standing, lifting, pulling, pushing and grasping. Physical activities also include active communicative activities, i.e... Talking and hearing

EDUCATION AND EXPERIENCE:

1. High School Diploma or equivalent.
2. American Red Cross Lifeguard with CPR/AED and First Aid Certification required.
3. Certified Pool Operator (CPO) required.
4. Water Safety Instructor Certificate preferred.
5. Must be a minimum of 18 years of age.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Defined as very active work: exerting force to move objects occasionally and/or in excess of 50 pounds of force on occasion and /or in excess of 20 pounds of force: the worker is sitting/standing and/or in motion most of the time.

SPECIAL REQUIREMENTS:

Must be available to work evenings and weekends

Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential tasks.

Revised: 5/2021 3/2025

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodation or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V



SALARY: \$18.47 per hour

PTT: Grade 5

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an application to HRservice@washco-md.net
or

Internal Candidates are required to use an Internal Application (including resume) when applying.

Internal Candidates can apply on our website: <https://www.washco-md.net/internal-jobs/>

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DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

Open Until Filled