



VILLAGE OF BLISSFIELD  
JOB DESCRIPTION

**Assistant Swimming Pool Manager**

**Position Summary:** Assists in the supervision of the staffing, operation, and maintenance of a municipal outdoor swimming pool facility. The position is a seasonal position.

**Wages:** \$11.25/hr.

**Reports To:** Swimming Pool Manager

**Supervises:** Lifeguards

**Essential Job Functions:** An employee in this position is required to perform the following essential functions, with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Performs lifeguard duties/maintain water safety by focusing on scanning the water, not talking on cell phone, eating, or unnecessarily talking to other staff or patrons.
2. Performs First Aid accurately and in a timely manner.
3. Performs CPR if needed.
4. Interacts with patrons and staff in a professional, friendly, and courteous manner.
5. Accurately tests water chemistry and balances water chemistry, picks up supplies from appropriate vendors.
6. Clean all parts of pool and bathhouse facility and surrounding park areas.
7. Assist in implementing and teaching swim lesson program.
8. Rotates through shifts as required throughout the workday (30-minute shifts lifeguarding, working the front desk, maintaining facility, and break).
9. Accurately answers questions concerning pool policies, or be willing to refer patron the Swimming Pool Manager.
10. Completes required daily paper work in an accurate and timely manner (i.e., Health Department records).
11. Completes incident and accident reports, as needed, in an accurate and timely manner.
12. Completes Pool Rental sheets and pool calendar date records in a timely and accurate manner.
13. Observes and supervises of pool staff and patrons, to insure rules and regulations are followed.
14. Takes pool admission deposit funds to Village Office as needed.
15. Supervises pool staff, in consultation with the Swimming Pool Manager.
16. Assists in the operation and maintenance of all pool equipment, systems, and facilities.

**Minimum Qualifications and Required Knowledge, Skills, and Abilities:** The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position. Requirements include the following:

1. Must be 18 years or older.
2. Lifeguard Certification (and the ability to maintain it).
3. CPR Certification.
4. First Aid/AED Certification, WSI Certification, and Pool Operator Course desired, but not required.
5. Ability to supervise and interact with staff and patrons.
6. Ability to operate and maintain pool systems and equipment.
7. Ability to swim multiple successive laps in the pool.

**Physical Requirements and Work Environment:** The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position is required to work in an outdoor swimming pool setting in various weather conditions, and on weekdays, weekends, and/or holidays. Work may involve fumes, dust, handling chemicals of other hazardous materials, operating machinery and equipment, extremes in weather and outdoor temperatures, and other situations. An employee in this position must have the strength, stamina, and physical coordination to perform lifeguarding duties and handle chemical containers.

