

**CITY OF FONTANA  
POOL MANAGER/ ASSISTANT POOL MANAGER**

**DEFINITION:** Under supervision, assists in planning, organizing, staffing, training, and monitoring a public swimming pool. Prepares requisitions and/or work orders for supplies, repairs and maintenance requirements. Investigates complaints and accidents, supervises the collection and accounting of swimming pool admission fees, maintains pool area and equipment and does related work as required.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Supervise the operation of a public swimming pool.
- Establish and maintain effective staff ratios and schedules.
- Swim with proficiency and endurance.
- Effectively enforce pool rules and policies.
- Establish and maintain cooperative working relationships with both staff and pool patrons.
- Effectively train assigned staff and maintain safety skills.
- Prevent dangerous situations, recognize emergencies and take appropriate action.
- Communicate effectively both orally and in writing.
- Employee must perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** This position requires sitting, standing, walking, reaching, twisting, turning, bending, stooping, squatting and crouching in the performance of daily duties. This position also requires both near and far vision and acute hearing. Will also be working in outdoor area and may be exposed to extreme weather conditions.

**EXPERIENCE AND TRAINING GUIDELINES**

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and practices of water safety, rescue methods, lifesaving techniques, and first aid as applied to accidents in the water and surrounding pool areas.
- Techniques and methods of swimming instruction for all age groups.
- Recordkeeping and reporting procedures.
- Must be at least eighteen (18) years of age.

**Certifications:**

**Must have current certifications in:**

- Lifeguard/First Aid Training
- CPR/AED for Lifeguards or professional rescuer
- Water Safety Instructor's Cert (WSI)
- First Aide for Public Safety Personnel (Title 22)

**Experience:**

The Pool Manager requires two seasons of Lifeguard & WSI experience with at least one season as a Senior Lifeguard or Assistant Pool Manager.

The Assistant Pool Manager requires one full season as a Lifeguard & WSI.