

ASSISTANT MANAGER

'Job Description'

Description: The assistant manager takes on certain aspects of the manager's job while acting as manager on duty. The assistant manager can be a valuable asset when it comes to staff supervision and/or training. The assistant manager should feel free to address problems even while the manager is on duty. All major problems or recurring problems should be brought immediately to the attention of the manager.

Example of Work:

- Enforce pool rules
- Be in uniform and ready to work at opening time.
- Work according to daily schedule.
- Unlock main gate and guard room in the mornings if not already done by the manager.
- Be in the guard rotation on a daily basis.
- Oversee maintenance of buildings, slides, diving boards, pool as well as anything in the park confines.
- Oversee re-stocking of supplies and goods necessary for the operation of the concession stand.
- Reconcile all cash received against receipts from admissions and concession on a daily basis.
- Carry out work schedules including daily cleanup and guard rotation schedules.
- Schedule and manage group and private swimming lessons.
- Interpersonal relations and community liaison.
- Close when threatening or dangerous conditions exist.
- File all required reports.
- Ensure all doors and gates are locked before leaving.
- Help supervise and train staff.
- Assist staff in cases of severe discipline situations.
- Support lifeguards in all reasonable disciplinary actions they take.
- Conduct several safety inspections of the park and pool area daily during operation.

Qualifications: As a disciplinarian, the lifeguard must have an air of leadership, excellent judgment, common sense, assertiveness and good communications skills. As a rescuer, the lifeguard must possess and maintain adequate physical abilities for the time when he/she must make a water rescue. The key to a safe and successful pool is to be a quick disciplinarian, which will prevent a number of accidents from ever occurring.

All applicants for any position with the City shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. The offer of employment is contingent upon applicant passing required tests and complying with any applicable residency requirements providing required licenses and certifications.

Training and Experience: All employees in this position must have completed and be currently certified through a valid lifeguard-training program, CPR, and First Aid. Previous lifeguard experience is preferred but not required.

Drug Free Workplace: The City of Seneca will utilize all reasonable measures to maintain a drug-free workplace for its employees, customers, and the general public. The use, possession, sale or distribution of illegal drugs or paraphernalia, the improper or abusive use of legal drugs, or the use of alcohol or other intoxicating substances while on City property or other work locations is strictly prohibited. For the purpose of assuring compliance with the above, employees and applicants will be subject to random drug screening. In addition, the City will comply with all applicable state and federal laws concerning drug screening.

I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND AGREE TO PERFORM THE DUTIES LISTED THEREIN IF SELECTED FOR EMPLOYMENT BY THE SENECA AQUATIC CENTER.

NAME (Printed)

SIGNATURE

DATE