

# **CITY OF COQUILLE**

## **JOB DESCRIPTION**

**POSITION :** MUNICIPAL SWIMMING POOL ASSISTANT  
MANAGER

**RESPONSIBLE TO :** POOL MANAGER

**SALARY :** Starting salary will be determined by funding, experience,  
and training level.

**CLASSIFICATION :** Seasonal, Temporary Full-Time

**LOCATION :** Coquille Municipal Pool  
Coquille Community Building  
Coquille, OR

### **INTRODUCTION**

With minimal supervision from the Pool Manager, supervise and conduct operations of the municipal pool. Supervise, oversee and assist in scheduling life guards, swimming lessons and other aquatic events at the municipal swimming pool.

### **MAJOR DUTIES AND RESPONSIBILITIES :**

- Assist in training and managing staff in proper procedures and safety practices; managing weekly work schedules and observing and reporting on performance of staff.
- Sell pool tickets/passes; collect fees, account for and balance daily receipts.
- Schedule use of pools for the general public including regular sessions, lessons, rentals and special events.
- Coordinate and schedule swim lesson programs
- Monitor water quality of pools as outlined by the Department of Health Standards
- Interact positively and in an exemplary fashion with customers, respond to inquiries and complaints from customers; and provide information as appropriate.
- Perform related duties as assigned.

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**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Proper operation of swimming pool maintenance and equipment.
- Safety practices used in and around the operation and maintenance of public swimming pools.
- Water safety, water rescue, CPR and first aid.

**ABILITY TO:**

- Perform specialized duties in the care and maintenance of the City pools.
- Understand and follow oral and written directions.
- Cooperate and work effectively with team and customers.
- Maintain work pace appropriate to given work load.
- Work courteously and tactfully with customers and employees.
- Responds to citizen complaints and requests

**EDUCATION AND EXPERIENCE:**

- Previous pool management and supervisory experience preferred. An equivalent combination of education and experience which satisfactorily demonstrates the knowledge, skills, and ability to perform the job duties may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

- Current Lifeguard, Water Safety Instructor (WSI) preferred, First Aid and CPR certifications; valid driver's license and use of private vehicle. Job related mileage is reimbursable.

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**WORKING CONDITIONS:**

**ENVIRONMENT:**

Outdoor environment, in and around swimming pool and facilities, in all types of weather conditions and around children, noise and distractions.

**PHYSICAL ABILITIES:**

Speaking to exchange information on the telephone and in person; seeing and hearing to conduct work. Meet lifeguarding qualifications for water rescue, CPR and first aid. Must be able to occasionally lift 40 pound containers and furniture; service the filtration system valves; climb into pools and onto lifeguard chairs.

**HAZARDS:**

Accidents which may occur around swimming pool; wet, abrasive and/or slippery surfaces, exposure to pool chemicals; extended exposure to sun light.