



# City of University City

## EMPLOYMENT OPPORTUNITY



<b>Job Title</b>	Assistant Swimming Pool Manager
<b>Department</b>	Department of Parks, Recreation, and Forestry
<b>Pay</b>	\$12.00 Per Hour
<b>Exempt/Non-exempt</b>	Non-Exempt
<b>Status</b>	Part Time/Seasonal

This is a skilled part-time recreation work involving responsibility for supervising a major phase of the city's swimming pool facilities. Positions in this class are distinguished from those in related classes by the fact that an Assistant Pool Manager is responsible (in the absence of the Pool Manager) for directing a diversified and planned aquatic program and maintenance/operation of a swimming pool facility within the framework of policies and instruction set forth by the Department of Parks, Recreation, and Forestry. Employees use initiative, originality, and specialized knowledge in performing their work, and exercise a considerable degree of independence in making work decisions. Supervision is exercised over other part time staff members.

### **Essential Duties and Responsibilities**

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Be responsible for all areas of the aquatic program (i.e. lessons, recreational swim, general maintenance, etc.) and other areas as assigned.
- Responsible for establishing all duties for all facility staff in the absence of the Pool Manager.
- Assist in providing all training of facility staff; oversees the completion of all staff designated assignments.
- Provide staff in-service training sessions; evaluations of staff throughout pool season.
- Consistently evaluate study and make recommendations for facility/program improvements along with Pool Manager.
- Must be available to work, in the absence of a scheduled guard.
- Other assigned tasks by supervisor.

### **Desirable Knowledge, Skills and Abilities**

- Knowledge and skills to direct and manage aquatic facilities and programs.
- Ability to instruct subordinate part time staff and program participants.
- Ability to establish and maintain effective working relationships with supervisors, staff, participants, vendors and general public at all times.
- Good computer skills.
- Ability to communicate effectively in oral and written form.
- Ability to communicate and understand the needs of staff, program participants and the general public.
- Ability to be trained on new techniques and jobs and learn new skills proficiently.
- Knowledge of modern office practices, procedures and equipment.
- Ability to understand and follow verbal or demonstrated instructions;
- Ability to maintain a clean and neat appearance at all times.
- Ability to work independently and efficiently without constant supervision.
- Ability to have a quick response in emergency situations; handle stressful situations.
- Ability to maintain a positive image for the City of University City and Centennial Commons at all times.
- Ability to work a combination of days, evening, weekends and holidays

**Equipment Used to Perform Job:**

Telephone, computers, copy machine, fax, printers, radio, TV, VCR, DVD, Various hand tools used in the maintenance of swimming pool equipment, pool testing equipment, and defibrillator.

**Physical/Visual Activities or Demands**

- Swimming, sitting, talking, hearing, walking, reaching, stooping, bending
- Concentrated mental and visual attention with normal hand-eye coordination required
- Clarity of vision at 20 inches-corrected or uncorrected
- Occasional moving of items up to 60lbs
- Able to work inside and outside in all weather conditions

**Minimum Training and Experience Required to Perform Essential Job Functions:**

- Be at least 18 years of age; Possess or able to obtain valid American Red Cross certification.
- Have at least two (2) years of experience in the field of aquatics.
- Considerable experience in working with supervisors, fellow employees, program participants and the general public.
- Availability is flexible for various shifts such as early morning, days, evenings and weekends.
- Training and Certification will be provided by University City if you are able to work a minimum/average of 20 hours per week at Heman Park Pool.

**Contact Information**

Interested applicants should apply using this link: <https://ucitymo.applicantpro.com/jobs/>

*The City of University City is an Equal Opportunity Employer and participates in E-Verify. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*