

CLASS TITLE: POOL MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for managing several outdoor pools, ensuring compliance by staff and patrons with City of Tulsa policies and procedures, and managing staff; and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises and manages staff, developing a team culture, ensuring enforcement of all regulations, providing appropriate instructions, and identifying and managing environmental hazards
- Completes all required daily paperwork, including financial deposits
- Works closely with the Aquatics Manager to ensure all aquatics standards are met and maintained
- Prevents accidents and eliminates hazards in and around the pool and deck areas, ensuring an enjoyable, safe experience for patrons
- Responds quickly to emergency situations and administers first aid to accident victims, when needed
- Communicates effectively to the public and with City staff the need for assistance or additional equipment
- Represents the City of Tulsa and Tulsa Parks professionally
- Monitors assigned pool zones, enforcing rules and regulations and inspecting the pool and grounds daily for any hazards or repairs needed to ensure the safety of patrons
- Educates patrons courteously regarding the purpose of, and need for, rules and regulations
- Monitors and cleans pool, bath house, and pool fence
- May be required to temporarily guard at different pools
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Completion of 12th Grade. Possession of a current CPR, First Aid, AED and Life Guarding Certificates required. Swim instructors must possess current CPR, First Aid, AED and Water Safety Instructing certificates. Successful completion of the City of Tulsa Parks Department Water Test required. Previous experience in management or supervisory experience or have prior experience with City of Tulsa aquatics required.

Knowledge, Abilities and Skills: Ability to recognize and respond to emergencies through knowledge and application of lifeguard surveillance and rescue techniques; ability to enforce pool policies while providing a high level of customer service to patrons; ability to display a positive attitude for all patrons and staff; ability to assess a situation and make an informed decision; ability to work as a team with other staff and management; ability to positively promote the City of Tulsa and Tulsa Parks to peers and patrons; ability to follow directions quickly; ability to respond quickly and use good judgement; ability to communicate effectively with diverse communities to achieve the goals of Tulsa Parks.

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 50 pounds; may be subject to walking, standing, sitting, running, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a current CPR, First Aid, AED and Life Guarding Certificates required. Swim instructors must possess current CPR, First Aid, AED and Water Safety Instructing certificates. Successful completion of the City of Tulsa Parks Department Water Test required.

WORKING ENVIRONMENT: Working environment is primarily outdoors and in high humidity. May be exposed to pool chemicals, bodily fluids, heat, and slippery surfaces.

Class Code: 8500

EEO Code: N-08

Pay Code: SE-03

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Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective Date: February 16, 2022