



Office of Human Resources
Pool Coordinator - CC2741
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General Statement of Duties

Provides supervision over lifeguards, advanced lifeguards and other pool personnel involved in the operation and maintenance of a municipal swimming pool.

Distinguishing Characteristics

This position performs supervisory duties under general supervision over employees performing lifesaving duties. This class is distinguished from Advanced Lifeguard who performs duties that are routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Exercised

Performs lead work over two or more employees.

Essential Duties

Coordinates recreational, instructional and competitive swimming programs.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Provides reward and recognition for proper and efficient performance.

Resolves problems encountered during daily operations and determines appropriate solutions.

Responds orally to informal grievances and relays information to the supervisor.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Coordinates and facilitates (delivers) weekly in-service safety training for employees that includes reviews of emergency action plans.

Reconciles daily cash transactions, prepares and delivers bank deposits, maintains accurate accounting of money, and completes cash reporting paperwork.

Patrols pool and oversees the enforcement of safety regulations.

Recognizes, responds and rescues distressed swimmers and performs CPR (Cardiopulmonary resuscitation) and First Aid when appropriate.

Tests and monitors water for pH, chlorine, and alkalinity levels and prepares appropriate paperwork for public record.

Monitors water filtrations system and prepares necessary maintenance requests.

Conducts on-site coordination for swim meets and exhibitions.

Prepares a variety of paperwork as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Accountability - Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Planning and Evaluating - Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

Problem Solving - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Teaching Others - Helps others learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of rules and regulations of water sports contests sufficient to be able to develop and coordinate competitive swimming activities for the community recreation center.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the principles and practices of water safety, resuscitation and first aid sufficient to be able to assist participants from dangerous situations.

Knowledge of swimming pool maintenance and operations sufficient to be able to operate filtration systems and maintain sanitation standards.

Knowledge of basic mathematics sufficient to be able to perform simple computations.

Knowledge of water filtration systems.

Skill in determining the seriousness of an emergency and knowing when to notify appropriate authority as necessary.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) seasons of experience of the type and at the level of a lifeguard and swim instructor.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Possession of current Lifeguard Training Certification from one of the following agencies: NASCO, American Red Cross, Ellis & Associates, Star Guard.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.
Potential exposure to humid conditions with high moisture content to cause bodily reactions.
Potential exposure to hazardous/toxic chemicals.
Potential exposure to temperature changes: variations in temperature from hot to cold.
Potential exposure to wet working conditions.
Handles emergency or crisis situations.
Noise: sufficient noise to cause distraction.
Personal safety: aware of surroundings, people and events.
Subject to many interruptions.
Subject to varying and unpredictable situations.
Wet: frequent contact with water or other liquid.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color Vision: ability to distinguish and identify different colors.
Depth Perception: ability to judge distance and space relationships.
Eye/hand/foot coordination: performing work through the use of two or more.
Field of Vision: ability to see peripherally.
Field of Vision: ability to adjust vision to bring objects into focus.
Hearing: perceiving the nature of sounds by the ear.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check
Employment Verification
Certification Check

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: C-607
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: