

City of Medford Job Description

Job Title: Assistant Pool Manager

Immediate Supervisor: Pool Manager and City Administrator

Direction of Others: Lifeguards

Minimum Education, Training, and Experience:

- Lifeguard certification
- One year of experience lifeguarding at a pool
- Participation in in-service lifeguard training
- Leadership experience
- Public relations
- Record keeping, math, and basic accounting skills

Work performed, areas of responsibility:

- Maintain a safe and well-supervised environment.
- Perform the duties of the pool manager in his/her absence.
- Respond to public relations issues that may arise.
- Oversee daily pool maintenance and cleaning under the supervision of the C.P.O.s (Certified Pool Operator) or Medford Public Works Staff.
- Oversee lifeguards and other pool employees in absence of manager.
- Notify city personnel about any repairs or safety issues that need to be addressed.
- Maintain accurate records of attendance, passes, money received, and other required documentation.
- Distribute payroll checks in manager's absence.
- Fill out accident and incident report forms.
- Sell passes, memberships, daily admittance, and concessions.
- Perform other duties as assigned by the manager, administrator or public works supervisor.