



respect - Communication - Integrity - Teamwork - family

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**DEPARTMENT/DIVISION:** Support Services/Parks

**GRADE:** M-1

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** April 1, 2015

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### **SUMMARY**

An employee in this position works under the immediate supervision of the Parks Superintendent—Operations & Maintenance and is responsible for performing various management responsibilities in relation to the smooth operation of the City Pool. These will include supervision of the pool maintenance personnel and the lifeguard staff; contribute to the development of the annual budget; program management; building strong relationships with the community; and coaching and fitness instruction. Position is subject to varied schedules including early mornings, nights and weekends.

### **EXAMPLES OF DUTIES**

Duties may include but are not limited to the following:

- Oversee the management of The Ella Redkey Pool.
- Represent the City for all facility related meetings and functions.
- Maintain/monitor pool facility, grounds, locker room and parking lot areas.
- Maintain/monitor cashiers booth and retail shop and merchandise.
- Design and implement facility activity programs with input from the Support Services Director and Parks Superintendent of Programs and Development.
- Help develop and maintain operations within the annual budgets.
- Supervise staff, including personnel functions, scheduling, training and time reporting.
- Monitor safety programs relating to aquatic staff and facilities.
- Work with recreation and service contractors.
- Responsible for all aquatic programming including all swim lessons, certifications, and special events within the aquatic facility.
- Coordinate all risk management efforts of the pool facility and represent the facility as the safety coordinator.
- Build strong relationships with the community, schools, and key organizations.

- Create, encourage, and support development opportunities for staff, including training programs, and individual mentoring.
- Prepare regular written communication such as monthly and annual reports, financial and participation reports, and equipment inventory reports, as needed.
- Coaching fitness and aquatic exercise instruction.
- Perform related duties as required.

## **SUPERVISORY RESPONSIBILITIES**

This is a supervisory position. The person is responsible to supervise the pool maintenance staff, all lifeguards, and any clerical staff as may be required to operate the pool. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include involvement in interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employee; addressing complaints and resolving problems.

## **QUALIFICATION REQUIREMENTS**

### Education and/or Experience:

BS/BA in Recreation or Physical Education and two years of experience with demonstrated skill in organizing and implementing leisure activities. Equivalent work experience may be substituted for education. Five years of relevant experience is required which must include: 1) experience in developing aquatic and recreational programs, 2) extensive customer service training and experience; and 3) training in management techniques.

### License/Certifications:

Lifeguard Instructor (LGI) Certification, Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) Certification, Group Exercise or Aquatic Exercise Instructor Certification, American Swim Coaches Association (ASCA) Level 2 Coaching Certification, Water Safety Instructor (WSI) or other National Lesson Instruction Certification, National Aquatic Management School Certification or course completion, CPR and First Aid Certification. Bloodborne Pathogens Training.

### Desired:

Experience in pool management and general physical activity.

## **PRE-EMPLOYMENT**

Job offers for this position are contingent on the individual passing a background check, pre-employment drug screen and verification of all required certificates.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

Practices, procedures, standards and techniques used in the programs and development of a Municipal Swimming Pool. Applicable City, County, State and Federal codes, ordinances, requirements, regulations and safety precautions as pertain to assigned area.

Principles of public administration, accounting, planning and marketing.

Techniques, standards and procedures involved in the development and implementation of concessionary activities and other revenue-generating functions.

Basic budget preparation and control.

Oral and written communication skills.

Principles and practices of supervision and training.

Interpersonal skills using tact, patience and courtesy.

### **Ability to:**

Plan, organize and direct operations and activities involved in the programs and development of the Ella Redkey Pool.

Coordinate personnel, communications and information to meet City needs and assure smooth and efficient activities.

Supervise, train and evaluate the performance of assigned personnel.

Participate in the design, development and implementation of construction, alteration and installation projects for the Ella Redkey Pool.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with City officials, staff, the public and the news media.

Operate a computer and assigned office equipment.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Work independently.

Plan, implement and monitor State and Federally-mandated safety programs.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, and walk; swim and perform related duties in the water; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is regularly required to stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 70 pounds on land and 250 lbs in the water.

Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee must be able to access multiple situations visually in rapid succession while surveying a crowded swimming pool and make the appropriate decisions for response.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The duties of this position are performed in variable temperatures and weather conditions.

While performing the duties of this job, the employee regularly works at a swimming pool in outside weather conditions and is exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment ranges from quiet to loud.

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The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

