

JOB TITLE: ASSISTANT POOL MANAGER  
DEPARTMENT: PARKS AND RECREATION, POOL  
SUPERVISOR: AQUATICS MANAGER

**Position Overview:**

Under the general supervision of the Aquatics Manager, the Assistant Pool Manager plays a key role in overseeing the daily operations of the aquatics facility and managing the lifeguard and swim instructor teams. This position requires a proactive and dynamic leader who fosters a positive and inclusive culture for both staff and patrons.

**Key responsibilities include:**

- Ensuring smooth and efficient facility operations.
- Providing clear communication to staff and members about program priorities, policies, and initiatives.
- Promoting a safe, welcoming, and engaging environment for all users.

Strong leadership, excellent communication skills, and a commitment to delivering high-quality aquatics programs are essential for success in this role.

**Essential Functions:**

- Assist the Aquatics Manager in inspecting all pools to ensure safety, aesthetic quality, and proper chemical/temperature controls through regular visual and physical inspections.
- Adjust pool systems to address any inconsistencies as needed and approved by the Manager.
- Monitor facility operations for maintenance issues, safety concerns, and overall cleanliness.
- Ensure compliance with Bucks County Department of Health rules and regulations governing public bathing areas.
- Adhere to the guidelines set forth in the 2018 Model Aquatic Health Code.
- Demonstrate knowledge of the operation and preventative maintenance of pool systems, including pumps, suction lines, drains, piping, bactericidal equipment, balance tanks, valves, skimmer traps, and flow and control switches.
- Continuously monitor weather conditions to address potential safety concerns.
- Supervise, train, and schedule all aquatic staff, maintenance personnel, and gate attendants.
- Enforce policies and procedures to maintain a safe and organized environment.
- Address and resolve grievances or disciplinary matters involving patrons.
- Oversee programs, lessons, and special events for patrons.
- Maintain accurate records, perform evaluations, manage inventory, and complete required reports.
- Perform other duties as assigned.

**QUALIFICATIONS:**

- 5 years aquatics experience, 5 years leadership experience preferred
- Must be able to work with exposure to a variety of noise and interruptions.
- Must present a neat and professional appearance. Wear uniform provided.
- Must be customer service orientated and able to work independently.
- Must be able to operate computer equipment, scanners, and POS system.
- Must be comfortable handling pump room equipment, taking chemical readings, and pool operations.

**CERTIFICATIONS:**

**Ability to obtain:**

- Certified Pool Operator

- American Red Cross CPR/AED/First Aid for the Professional Rescuer
- American Red Cross Lifeguarding Instructor

Desirable to possess:

- American Red Cross Water Safety Instructor
- Pesticide License

(Updated 1/15/2025)