

# CITY OF CANNON FALLS

## POSITION DESCRIPTION

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POSITION: Assistant Manager  
DEPARTMENT: Parks  
REPORTS TO: Pool Manager  
FLSA STATUS: Non-exempt  
SALARY RANGE: Non-Permanent Part Time

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### POSITION OBJECTIVE

The assistant manager is primarily responsible for protecting the patrons using the swimming pool. Some supervising of pool lifeguards will be necessary.

### ESSENTIAL FUNCTIONS

- Guards the patrons using the swimming pool.
- Teaches swimming lessons, which includes swimming strokes and techniques.
- Clean pool, pool area, locker rooms and guard house.
- When pool manager is absent, count, write up tally sheet, and deposit money in night deposit box daily.
- Manage pool facilities when pool manager is absent. Notify the Public Works Department when needed.
- Performs other duties as apparent or assigned.

### MINIMUM QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to make arithmetic computations using whole numbers, fractions and decimals.
- Working knowledge of the swimming pool pumps, waterpark pumps and the testing equipment. The head lifeguard must notify the Public Works Department if assistance is needed.
- The head lifeguard will need to be trained in using emergency equipment such as the oxygen tank and defibrillator.

### EDUCATION and/or EXPERIENCE

The head lifeguard needs to be trained in the Jeff Ellis National Pools and Waterparks Program. Three years of lifeguard experience and/or lifeguard training is preferred. Must be able to protect the patrons using the swimming pool.

**SUPERVISORY RESPONSIBILITIES**

This position supervises the Lifeguards.

**EXTENT OF SUPERVISION OR GUIDANCE PROVIDED**

Works under the guidance and supervision of the Pool Manager.