

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 001005
Grade 18**

SENIOR POOL MANAGER

DEFINITION OF CLASS:

This class of work provides lead supervision of a large number of seasonal staff along with managing the day-to-day operation and maintenance of a large County public swimming pool facility consisting of multiple pools and filter plants, numerous work schedules, and varied aquatics programs. Contacts include but are not limited to Recreation Specialists, Recreation Supervisors, other team members and maintenance staff concerning the facility's operation and daily maintenance issues; part-time, seasonal staff (such as assistant pool managers, life guards and cashiers) concerning training, scheduling and other lead supervision issues; contracted instructors and staff concerning program scheduling, coordination and related issues; and the Maryland-National Capital Park and Planning Commission concerning facilities maintenance issues. Direct public service/assistance is provided on an as-needed basis to patrons seeking 'management' help on problems or questions, first aid, CPR and related matters, and on a constant basis through monitoring and enforcing safety and health aspects of the facility.

Work is performed under the supervision of an off-site Recreation Supervisor. The Recreation Supervisor makes continuing assignments by defining all ongoing and long term functional responsibilities, specific policies, program objectives and expectations, service priorities and other factors, and special assignments in terms of pertinent issues or concerns, deadlines, budget and personnel resources, supervisory assistance and other factors. The Senior Pool Manager plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, and accepted practices in the field of pool management. Guidelines include: Montgomery County Personnel Regulations, the Americans with Disabilities Act (ADA), the American Red Cross (ARC) Lifeguard and Safety Procedures, Montgomery County Health Code, and the Recreation Department's Swimming Pool Rules and Regulations. Judgment is used to select and apply guides to specific situations. The complexity of work in this class involves a combination of safety and health enforcement, seasonal staff supervision, and a range of technical and mechanical issues related to pool functioning and maintenance. The work involves conditions and elements (including chlorine levels, water temperature, population using the facility, various activities taking place simultaneously, accidents and injuries) that must be identified and analyzed to discern interrelationships before a course of action is decided. The work directly affects the recreation opportunities, safety and comfort of pool patrons. The work takes place entirely in the environment of a swimming pool facility. A substantial amount of time is spent with potentially hazardous chemical and technical components that require specific knowledge of handling and care. Physical demands include standing, walking, hand-arm manipulation and some bending and crouching to work on pool equipment.

EXAMPLES OF DUTIES: (Illustrative Only)

- Manages and operates a large swimming pool facility involving multiple pools and filter plants, large seasonal staff, numerous schedules, and varied programs.

- Receives and accounts for admission and program fees.
- Operates, maintains, and repairs equipment and calls upon supervisor for assistance in these matters when necessary.
- Inspects and tests for chemical levels and pool cleanliness.
- Prepares and maintains records and orders supplies.
- Aids in the development of operation and maintenance records.
- Prepares operation, accident/incident and financial reports.
- Provides lead supervision to seasonal staff engaged in aquatics program activities.
- Develops, uses, and enforces safety procedures.
- Observes, enforces and educates aquatics staff and patrons on facility rules and regulations.
- Administers first aid, CPR and automated external defibrillation (AED) when necessary, while complying with health and safety codes set forth by the Recreation Department.
- Operates and cleans mechanical equipment for pool operation including water filtration and chemical purification systems, intake and outlet valves, chemical feeders, pumps, vacuum equipment, and chemical delivery systems.
- Refers mechanical problems that cannot be handled by the lay person to the supervisor.
- Refers patron issues to the supervisor after attempting to resolve issues on own.
- Refers to the police all issues that require law enforcement intervention.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge and certification in Lifeguard Training, CPR, First Aid, and Automated External Defibrillation (AED).
- Considerable knowledge of Montgomery County health and safety codes regarding aquatic facilities.
- Considerable technical knowledge of pool operation and management.
- Considerable knowledge of chemical and technical aspects of swimming pools, including filter systems, chemical delivery systems, HVAC systems, and chemical balance.
- Considerable knowledge of the policies, procedures, rules, and organization of the Department of Recreation and the Aquatics Team.
- Considerable knowledge of the characteristics and abilities of the population groups served by Montgomery County Aquatics Programs.
- Considerable knowledge of program administration requirements.
- Knowledge of pool industry standards for aquatics program development and implementation.
- Knowledge of relevant personal computer applications necessary to facilitate administrative processes.
- Ability to provide lead supervision to supervise a large number of seasonal staff.
- Ability to rapidly acquire knowledge of and skill in Class software application for planning and registration processing.
- Ability to plan, to direct, to evaluate, and to oversee pool and aquatics program activities.
- Ability to lead seasonal staff and volunteers in implementing programs and policies.
- Ability to communicate clearly, effectively and tactfully, both orally and in writing.
- Ability to establish and maintain effective working relationships with co-workers, program participants and others.

MINIMUM QUALIFICATIONS:

Experience: Two (2) years of pool operating experience.

Education: Completion of two (2) years of college.

Equivalency: An equivalent combination of education and experience may be substituted.

License:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job related duties.
- Valid Montgomery County Pool Operator's License or equivalent (i.e., PG County Pool Operator, Howard County, etc.).
- Current Lifeguard, CPR, and First Aid certifications from the American Red Cross, YMCA, or other agency approved by the Montgomery County Department of Health and Human Services.

Note: There will be no substitutions for this section.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Limited Core Exam with a Urine Drug and Alcohol Screen.

Class Established: April, 2007

Revised: December, 2011

August, 2013

October, 2014

June 30, 2016