



Rio Arriba County

JOB DESCRIPTION VACANCY

POOL MANAGER

DEPARTMENT:	Parks and Recreation / Public Works
PRIMARY LOCATION:	Tierra Amarilla
SALARY:	C-06 Per-Schedule / \$ 17.06 to \$ 22.06
POSITION STATUS:	FULL TIME
FLSA Classification:	Non-Exempt
CLOSING DATE:	Open Until Filled
POSTING DATE:	14 April 2023

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This position described below, is not an all-inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time with or without notice.

Primary Purpose:

Under general supervision of the Public Works Director/Recreation Supervisor or designee, candidate will perform Life Guard duties and/ or provides instruction and. Perform Recreational Duties as needed.

The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties responsibilities and activities may change at any time with or without notice.

Essential Duties and Responsibilities:

- Protects the safety of all swimmers
- Prevents accidents by responding to an emergency quickly and efficiently to minimize the danger of everyone involved
- Guards the lives of the patrons, but also maintains discipline among the more active people to ensure the comfort and pleasure of others
- Enforces all facility rules
- Keeps all lifeguards, lifesaving equipment and First Aid equipment in good repair, ready to use and knows how to use it
- Assists the Pool Manager in supervising and guarding personnel assigned to facility
- Supervises facility in the absence of the Pool Manager
- Assists with minor clerical and secretarial duties: telephone communication, computer, typing and filing.
- Assists in collecting fees and giving change and deposits fees daily to Rio Arriba County Treasurer's Office
- Maintains and updates files on all monetary transactions, reports and records
- Proper attire is required while on duty. (SWIMWEAR)



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- Knowledge of the maintenance of a swimming pool ability to test and adjust water chemistry to standards for oxidation and sanitation and water temperature control
- Ability and knowledge in checking and interpreting gauges, water meters, and monitoring pump room equipment
- Employee shall work well under pressure, meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate ethical and cooperative behavior with colleagues and supervisors
- Inspects facility for needed repairs, maintains contact and reports infractions to immediate Supervisor
- Employee will maintain required documentation and perform other duties as assigned by Director, Supervisor, or Designee and perform all duties to the best of his/her ability

Minimum Qualifications:

- High School Diploma or GED required
- Any combination of education from an accredited college or university in a related field and/or direct work experience in this occupation totaling 2 years
- Must successfully compete pre-employment prior to commencing work

Recommended Qualifications:

- Protects the safety of all swimmers
- Lifeguard certified, 1st Responder Certified-CPR Certified
- Employee must obtain CPO certification within the 1st year of employment
- Experience lifeguarding, teaching swim lessons or aquatic exercise instruction
- Be responsible and accountable for property assigned to you
- Successful completion of thorough background investigation
- Must not have been convicted of a felony

Knowledge. Skills. and Abilities:

- Good knowledge to explain and enforce safety rules and regulations in all swimming areas
- Lifesaving skills, CPR skills and first aid experience
- Ability to communicate well to meet and deal tactfully with public and to solve disciplinary problems, to speak and write efficiently and ability to write and keep records
- Knowledge in minor accounting (collect fees, give change and make a daily receipt) and minor clerical skills (Typing/computer, filing, and telephone communication)
- Maintain a clean, healthy, and safe working environment so as not to endanger self or others
- Ability to maintain confidentiality
- Ability to read, understand, follow and enforce safety procedures
- Ability to communicate effectively, both and verbally and in writing
- Ability to prepare routine administrative paperwork
- Ability to use a wide variety of lifeguarding equipment and special protective gear under stressful emergency conditions



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- Ability to enforce policies and procedures
- Ability to perform proper lifeguarding skills

Physical Demands:

While performing the duties of this job, the employee routinely uses a full range of mobility of upper and lower body; reaches overhead; sitting, standing, stooping, walking, for extended periods of time. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee must be able to lift, pull and push materials and equipment up to (25) twenty-five pounds to complete assigned job task; and must occasionally handle or maneuver a person up to (100) one hundred pounds.

Work Environment/Conditions:

Temperature is controlled to maintain comfortable work environment year round indoors. Work surface is a normal concrete/asphalt and natural ground and when indoors surface is carpeted, tiled and concrete. Specific vision requirements for this job are distance vision, peripheral vision and depth perception.

- Employee will be required to take some job related courses
- Employee may be required to work irregular hours
- Employee may be on a 24-hour emergency call
- Employee may be required to travel within the County
- Employee will be subject to random drug testing
- Employee utilizes various equipment and tools in the performance of essential duties

All county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance
- Work well with others and participate fully in a team-oriented environment
- Interface with other employees and customers in a courteous and respectful manner
- Project positive support of their department and all county organizations at all times
- Maintain and enhance the county's commitment to customer service excellence

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy posts. Employment requirements will accommodate individuals with disabilities.



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Conditions of Employment:

Successful completion of thorough background investigation. Must pass a pre-employment drug screening and MVD check. Employees must comply with the safety guidelines of the county and follow the HIPPA Guidelines Manual - Policies and Procedures. Must possess and maintain a current driving course certificate from Rio Arriba County or must pass and receive a defensive driving course certificate within (30) days of the date of hire as a condition of continued employment.

**Please send an e-mail with your Letter of Interest,
Resume and Job Application to:
JobApplications@rio-arriba.org**

*P.O. Box 127 * Tierra Amarilla, New Mexico 87575 * Phone (575) 588-7254 * Fax (575) 588-7810*

*Espanola Annex * 1122 Industrial Park Road * Espanola, New Mexico 87532 * Phone (505) 753-2992 * Fax (505) 753-9397*
