



TOWNSHIP OF CHATHAM

58 Meyersville Road
Chatham, New Jersey 07928
www.chathamtownship.org

JOB SPECIFICATION

Title	Assistant Pool Manager
Department	Recreation
Type	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Seasonal <input type="checkbox"/> Intern
FLSA Status	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Bargaining Unit	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable
Reports to	Pool Manager
Supervisory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Probation Period	90 days

Summary/Definition

Under the direction of the Pool Manager, coordinates, promotes, organizes and administers a community pool; does other related duties as required.

Duties/Responsibilities

- Assist the Pool Manager in the management of all the operations of the community pool and facility; assume the daily management duties in the Pool Manager's absence.
- Help to oversee scheduling, staff time tracking, weekly hours and shift coverage.
- Assist in preseason orientation for all pool staff, educating the staff including head guards, senior guards and lifeguards.
- Understand the State bathing code as it applies to the community pool.
- Assist with facility management and reporting including regulate water chemistry and pump house operations.
- Assist with special events.
- Track, monitor and maintain supply inventories.
- Interact with pool patrons and provide professional and friendly customer service
- Perform other related tasks as required.

Requirements

Education

- Graduation from an accredited college or university with an Associate's degree.

Licenses

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Certifications

- Lifeguard Certification with CPR/AED preferred
- Certified/Trained Pool Operator (CPO/TPO) preferred
- Pool Director Certification preferred

Experience

- One (1) year of supervisory experience in recreation work involving planning, promoting, organizing, and/or directing a comprehensive recreation service or program for a community.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

Knowledge/Skills/Abilities

- Knowledge of the methods used to plan, organize and coordinate recreation activities.
- Knowledge of the problems, procedures and methods used in cleaning, maintaining and operating a bathhouse and/or pool.
- Knowledge of obtaining, storing and safeguarding supplies and equipment.
- Knowledge of establishing and maintaining records, reports and files of personnel, equipment, materials, supplies, receipts, disbursements, work accomplishment, time spent on tasks and the cost involved.
- Knowledge of management principles and techniques.
- Ability to analyze bathhouse and or pool problems.
- Ability to organize assigned work and develop effective work methods and provide assignments and instructions.
- Ability to identify community needs.
- Ability to efficiently administer the area and facilities of a pool system.
- Ability to stimulate interest in community recreation activities.
- Ability to establish and maintain cooperative relationships with local governing authorities and interested agencies and individuals.
- Ability to maintain records and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

Physical Requirements

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 25 pounds.
- Ability to see information in print and/or electronically.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.