

**SWIMMING POOL ASSISTANT MANAGER  
CITY OF ELLIS, KANSAS**

Department: Swimming Pool  
Reports To: Swimming Pool Manager

Position Type: Seasonal  
Retirement Plan: NONE  
This description last updated May 2014

**FLSA: Non-exempt  
ADA: Applicable**

***Position Summary:***

Under the supervision of the Swimming Pool Manager, the Assistant Manager has responsibilities that include, but are not limited to, enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance (including daily chemical analysis/testing), pool cleaning, cleaning of bathrooms and concession stand area, swim lessons, water aerobics, WSI certification, and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work. The Assistant Manager is to assume the role of Manager in the Manager's absence.

***Examples of work (essential functions)***

- Carry out all duties assigned by the Swimming Pool Manager.
- Perform related management duties as instructed by the Swimming Pool Manager
- Report promptly at assigned time of duty and remain on duty until the designated shift has been completed
- Swim 1,000 yards every 2-week pay period and ensure all lifeguards have met this requirement
- Ensure employees under his/her supervision are properly trained in their duties
- Ensure proper operating condition of all equipment
- Handle first aid situations by providing aid or contacting EMS for assistance
- Maintain staff rotations and staff breaks
- Maintain discipline at the swimming pool facility and supervise all staff enforcing staff policies and rules
- Enforce the City of Ellis Swimming Pool rules and regulations to staff and public
- Maintain positive public relations at the swimming pool
- Document and report all disciplinary problems and accidents to the Swimming Pool Manager – report should be neat and concise
- Maintain a clean facility. Bathrooms should be checked several times a day; trash should be regularly picked up inside and outside of facility; pool should be power washed a minimum of 1 time per week, more often as needed; pool vacuumed daily, more often as needed.
- Set a positive example for the rest of the staff to follow
- Inform Swimming Pool Manager when supplies are needed and if equipment needs repaired
- Check all gates and doors at closing time
- Attend all scheduled staff meetings, in-services and training
- Other duties as deemed necessary or as required
- Write in communication log to collaborate with Swimming Pool Manager and Head Lifeguard
- Work at least one pool party. May also need to open and lock doors
- Work at least one water aerobics class. May also need to open and lock doors.

**Education & Experience:** Prefer candidates with experience in pool management operations. Training equivalent to high school diploma required. General management experience preferred. Must have Lifeguard Training Certification, CPR & First Aid Certification. Lifeguard Instructor and/or Water Safety Instructor preferred.

**Age:** Must be eighteen years of age or older.

**Skills:** The ability to work with minimum supervision in a responsible manner; to readily accept instructions from those in a supervisory capacity; to be able to accept constructive feedback; and to project good public relations. This employee should have the ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Should be able to understand and follow instructions effectively. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public. This employee should have excellent organizational, public relation, and oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

**Problem Solving:** Problem solving is important in this position. The employee will answer questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

**Decision-Making:** Decision-making is a factor in this position. This employee makes decisions concerning supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

**Accountability:** Employee is not responsible for budgetary control of the department. The employee does not participate in the annual department budget process.

**Supervision:** The Swimming Pool Manager provides supervision and job related decisions are reviewed.

**Personal Relations:** Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected.

**Working Conditions:** Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

**Physical Requirements:** Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders.

I have reviewed the above job description and acknowledge that I have accepted employment under this job description.	
Signed	_____
Print Name	_____
Date	_____

**CITY OF ELLIS, KANSAS  
EMPLOYMENT APPLICATION**

815 Jefferson Street  
Ellis, Ks 67637  
Phone 785.726.4812  
Fax 785.726.4159

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**The City of Ellis is an EQUAL OPPORTUNITY EMPLOYER**

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(Please PRINT clearly)

NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

May we contact you at work? \_\_\_ Yes \_\_\_ No  
PART TIME APPLICANTS are you 16 or over? \_\_\_ Yes \_\_\_ No  
FULL TIME APPLICANTS are you 18 or over? \_\_\_ Yes \_\_\_ No  
POLICE APPLICANTS are you 21 or over? \_\_\_ Yes \_\_\_ No

POSITION(S) APPLIED FOR \_\_\_\_\_  
WOULD YOU ACCEPT FULL TIME OR PART TIME WORK? \_\_\_\_\_  
ON WHAT DATE WOULD YOU BE ELIGIBLE FOR WORK? \_\_\_\_\_  
DRIVERS LICENSE NO. \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_  
DO YOU HOLD COMMERCIAL DRIVERS LICENSE (CDL)? \_\_\_\_\_  
ARE YOU ELIGIBLE TO OBTAIN A CDL LICENSE? \_\_\_\_\_

List any relatives currently employed by the City of Ellis

Name	Relationship	Department
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***Education & Training***

High School: \_\_\_\_\_ Location: \_\_\_\_\_  
Graduated: \_\_\_ Yes \_\_\_ No GED: \_\_\_ Yes \_\_\_ No  
College: \_\_\_\_\_ Location: \_\_\_\_\_  
Major \_\_\_\_\_ Degree \_\_\_\_\_ Graduated: \_\_\_ Yes \_\_\_ No  
Trade or Technical School \_\_\_\_\_ Completed: \_\_\_ Yes \_\_\_ No

**Special Training & Skills**

Please list additional training or skills or other information you feel may be helpful to us in considering your application.

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**Employment History**

List the last three jobs you have held, beginning with the most recent.

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed:    from (mm/yy) _____ to (mm/yy) _____
May we contact?    ___ Yes    ___ No    If yes, phone number _____
Employment was?    ___ Full Time            ___ Part-time
List of job duties:
Reason for leaving:

Employer
Address
Phone
Job Title
Supervisor
Dates Employed:    from (mm/yy) _____ to (mm/yy) _____
May we contact?    ___ Yes    ___ No    If yes, phone number _____
Employment was?    ___ Full Time            ___ Part-time
List of job duties
Reason for leaving

Employer:
Address:
Phone:
Job Title:
Supervisor:
Dates Employed:    from (mm/yy) _____ to (mm/yy) _____
May we contact?    ___ Yes    ___ No    If yes, phone number _____
Employment was?    ___ Full Time            ___ Part-time
List of job duties:
Reason for leaving:

***Past Incidents***

Have you pleaded guilty, no contest to, or have been convicted of 1) a felony, or 2) a lesser crime which involved theft, dishonesty or violence in the past seven (7) years?

If yes, describe the nature of the offense(s) and the county and state where convicted.

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Have you had your driver’s license suspended or revoked within the past five (5) years?

If yes, list the state which suspended or revoke the license and the reason(s) for each suspension or revocation.

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Have you been disciplined or fired by a previous employer in the past five (5) years?

If yes, why?

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**PERSONAL REFERENCES (Not Former Employers or Relatives)**

NAME	ADDRESS	CITY/STATE	TELEPHONE

Please read carefully and sign below.

**AUTHORIZATION**

I hereby authorize the City of Ellis to investigate all statements made in this application, review my driving and criminal records, and to contact my previous employers. I understand that any false statements made herein may eliminate my application from employment consideration, or if discovered after hire, may result in my discharge from employment.

If hired, I will conform to the policies, rules and regulations of the City of Ellis, including, the residency requirements, for full time employees who must live within thirty miles of Ellis.

For certain positions I agree to submit to a complete physical examination including drug testing if requested by the City. I also agree to sign the "*Authorization to Release Information*" form if so requested by the city.

And

**ACKNOWLEDGEMENT OF AT WILL EMPLOYMENT**

I acknowledge that both my employment and my compensation can be terminated and/or changed at will, without prior notice at the sole option of the City of Ellis. I understand that no representative of the City of Ellis has any authority to enter into any agreement hiring me for a specified period of time or to make any agreement contrary to this acknowledgment.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY:**

Interview	Date	Comments	
Testing			
Tests	Date	Score/Rating	Comments
Reference Checks			
Employer 1:			
Employer 2:			
Employer 3:			
Employer 4:			

Applicant number: \_\_\_\_\_ Employee Number: \_\_\_\_\_ Hire Date: \_\_\_\_\_

Position: \_\_\_\_\_ Starting Hourly Wage: \_\_\_\_\_

Notes: \_\_\_\_\_