



# City of Gonzales



P.O Box 647

147 FOURTH ST.

Gonzales, CA. 93926

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[www.gonzalesca.gov](http://www.gonzalesca.gov)

## City of Gonzales POOL MANAGER JOB DESCRIPTION

Pay Rate: \$18.30 - \$21.91

Job is Seasonal (May – September)

### SUMMARY:

Under supervision of the Recreation Coordinator the Pool Manager manages all pool staff, oversees all pool functions, and works with maintenance to maintain a safe pool environment for staff and patrons.

### DUTIES AND RESPONSIBILITIES:

- Creates and maintains all pool staff scheduling.
- Enforces all City of Gonzales employee policies as related to pool staff.
- Oversees swimming lesson implementation of curriculum and proper training of pool staff.
- Trains pool staff during weekly training.
- Assumes all pool staff duties as needed including but not limited to all cleaning acts, lifeguarding, teaching swim lessons both group and private.
- Responsible for maintaining a safe and clean facility.
- Communicates effectively and frequently with the Recreation Coordinator.

### MINIMUM JOB REQUIREMENTS:

- Must be at least 18 years of age.
- Must have current certification Lifeguard, CPR, First Aid, Swim Instructor preferred but not required.
- Must be able to work at least 40 hours per week, varied shifts.
- Some managerial experience preferred.

### KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to react calmly and effectively in emergency situations.
- Ability to pass a pre-employment physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of Lifeguard, CPR and First Aid.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

### MUST INCULDE WITH APPLICATION

- Copy of current CPR, First Aid and Lifeguard Certification.

Contact City of Gonzales at 675-5000 or email Jessica Olmedo at [jalbor@ci.gonzales.ca.us](mailto:jalbor@ci.gonzales.ca.us) for an application. Applications can also be printed from <https://gonzalesca.gov/services/human-resources/job-opportunities>