



## CLASS TITLE | POOL MANAGER

PAY GRADE: SE-05 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 02/26/2025

CLASS CODE: 8500

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**PURPOSE OF THE CLASSIFICATION:** Under general direction is responsible for managing several outdoor pools, ensuring compliance by staff and patrons with City of Tulsa policies and procedures, and managing staff; and performs other related assigned duties.

### ESSENTIAL TASKS:

- Supervises and manages staff, developing a team culture, ensuring enforcement of all regulations, providing appropriate instructions, and identifying and managing environmental hazards
- Completes all required daily paperwork, including financial deposits
- Works closely with the Aquatics Manager to ensure all aquatics standards are met and maintained
- Prevents accidents and eliminates hazards in and around the pool and deck areas, ensuring an enjoyable, safe experience for patrons
- Responds quickly to emergency situations and administers first aid to accident victims, when needed
- Communicates effectively to the public and with City staff the need for assistance or additional equipment
- Represents the City of Tulsa and Tulsa Parks professionally
- Monitors assigned pool zones, enforcing rules and regulations and inspecting the pool and grounds daily for any hazards or repairs needed to ensure the safety of patrons
- Educates patrons courteously regarding the purpose of, and need for, rules and regulations
- Monitors and cleans pool, bath house, and pool fence
- May be required to temporarily guard at different pools
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Must be at least 18 years or older at time of employment; **and,**
- (b) Previous experience in management or supervisory experience or have prior experience with City of Tulsa aquatics *preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Water safety
- Basic rescue techniques, First Aid, CPR and AED
- Ability to recognize and respond to emergencies through knowledge and application of lifeguard surveillance and rescue techniques



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Ability to:

- Enforce pool policies while providing a high level of customer service to patrons
- Display a positive attitude for all patrons and staff
- Assess a situation and make an informed decision
- Work as a team with other staff and management
- Positively promote the City of Tulsa and Tulsa Parks to peers and patrons
- Follow directions quickly
- Respond quickly and use good judgement

Skill in:

- Communicating across a diverse group of internal and external customers professionally to achieve the goals of Tulsa Parks

Physical Requirements: Physical requirements include arm and finger dexterity enough to use a keyboard and telephone; occasional carrying and pushing up to 50 pounds; may be subject to walking, standing, sitting, running, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a current CPR, First Aid, AED and Life Guarding Certificates required; **and,**
- b) Successful completion of the City of Tulsa Parks Department Water Test required.

Swim instructors must possess current CPR, First Aid, AED and Water Safety Instructing certificates. **WORKING ENVIRONMENT:** Working environment is primarily outdoors and in high humidity. May be exposed to pool chemicals, bodily fluids, heat, and slippery surfaces.

**EEO Code: N-08**

**Group: Labor and Trades**

**Series: Unskilled and Semiskilled Labor**