



Town of Culbertson

THE TOWN OF CULBERTSON IS AN EQUAL OPPORTUNITY EMPLOYER

210 Broadway Ave. • P.O. Box 351
Culbertson, Montana 59218
(406) 787-5271

Position: Assistant Pool Manager/Head Lifeguard
Department: Public Works
Supervisor: Mayor & Public Works Superintendent
Date: May 2025

SUMMARY OF WORK: Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs.

JOB CHARACTERISTICS:

Supervision Received: Direction Pool Manager, Mayor and/or Public Works Superintendent, as required.

Supervision Exercised: Supervises lifeguards, attendants, and instructors, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise staff under your supervision as directed by pool manager.

Work Schedules – be sure all shifts are covered.

Enforcement of all pool rules and regulations, demanding strict adherence to rules by staff and pool users.

Train staff in the performance of their duties.

Cleanliness of the pool, bathrooms, and deck area.

Ensuring that pool policy is followed by all staff members.

Keeps records on conditions of the pool, (pool temperature, chlorine, PH readings and chemicals added.

Pool party reservations and scheduling of staff to work pool parties.

Train Staff in case of emergencies and accidents.

Maintaining good public relations with users.

Report tardiness or employee violations to the pool manager. Any violations not reported could result in loss of Assistant Manager/Head Lifeguard position.

Check first aid supplies.

Must have at least two years of experience in life guarding and swim instruction.
Water safety instructor and lifeguard training instructor preferred.

Accountable for all pool manager duties in his/her absence.

Works as a lifeguard and follows all essential duties and responsibilities of a lifeguard.

TOOLS AND EQUIPMENT USED:

Calculator, cash register, tablet/iPad, copy machine, phone, and automobile. Various hand tools used in the maintenance of swimming pool equipment, pool testing equipment, and phone.

Special Requirement: Lifeguard Certification. Water Safety Instructor certification may be required. Must have current CPR and First Aid certifications.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or control; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds with assistance and 50 pounds unassisted. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee generally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

EDUCATION AND EXPERIENCE:

Lifeguard training and Water Safety Instructor (WSI) Certificate mandatory for full time positions.

Must have current CPR and First Aid certifications.

Any equivalent combination of education and experience.

Ability to develop, coordinate and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Demonstrates appropriate individual initiative.
- Performs duties with a minimum of direction and supervision.
- Adheres to safety practices and procedures.
- Maintains accurate and timely records.
- Deals tactfully with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, Supervisors and the public.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and the employer may request them orally.

Employee: _____ Mayor: _____

Effective Date: _____