

TOWN OF CANTON, NORTH CAROLINA

CLASS DESCRIPTION

CLASS TITLE: POOL MANAGER

Department: Parks and Recreation
Reporting To: Director of Parks and Recreation
Direct Reports: Lifeguards
FLSA Status: Non-exempt
Last Updated On: February, 2026

GENERAL DESCRIPTION OF CLASS:

Under general supervision, responsible for oversight of daily operations for the Town pool.

ESSENTIAL FUNCTIONS:

- Plans, implements, and supervises aquatic-based activities.
- Supervises all lifeguards.
- Schedules work shifts for all lifeguards.
- Supervises swimmers in assigned aquatic facility to ensure their safety and well-being.
- Perform rescue actions when necessary.
- Administer first aid and CPR
- Ensure the availability and safe keeping of emergency equipment (rescue tubes, back board, first aid equipment, etc.)
- Enforces rules and regulations for facility use.
- Supervises all pool maintenance duties, including but not limited to monitoring water quality, removing debris from pool, and cleaning rest rooms and other public areas.
- Communicates with swimmers and parents to discuss program requirements and progress.
- Prepares records and reports concerning assigned activities.
- Ensures appropriate training and training maintenance for all pool staff.
- Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
- Attends meetings and training as appropriate to enhance job knowledge and skills.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong knowledge of lifeguard principles and life-saving techniques.
- Considerable knowledge of pool maintenance and sanitation practices.
- Ability to instruct/train others through explanation and demonstration.
- Ability to make quick decisions.
- Ability to sit stationary in the sun for extended periods of time.
- Ability to physically perform the function of the position.
- Ability to work weekends.
- Ability to perform rescue actions and administer first aid and CPR.

EDUCATION AND EXPERIENCE REQUIRED:

- High school diploma or GED equivalent.
- Three (3) years of experience as a lifeguard and one (1) year of experience as head guard, pool manager, or assistant manager or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the position

SPECIAL REQUIREMENTS:

- Valid North Carolina driver's license.
- Must possess all necessary aquatics training and certificates, including but not limited to a lifeguard certification from the American Red Cross (or ability to obtain certification prior to employment).
- Must possess CPR and First Aid certifications.

WORKING CONDITIONS:

- The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, moving machinery, toxic/caustic chemicals, disease / pathogens, water hazards, violence.

ADA COMPLIANCE

The Town of Canton is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Physical Requirements:

Requires light-to-medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy; must demonstrate considerable swimming and water safety skills and abilities. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling. Must be able to exert enough force in life-saving procedures as necessary. The job requires normal visual acuity and field of vision, hearing and speaking abilities.