



CLASS TITLE | POOL MANAGER II

PAY GRADE: SE-06 | www.cityoftulsa.org/pay

Effective Date: 03/11/2026

CLASS CODE: 8564

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for several outdoor pools ensuring compliance of all pool staff and patrons with the City of Tulsa policies and procedures, and managing staff, schedules, and performs other duties as assigned.

ESSENTIAL TASKS:

- Supervises and manages staff at multiple pools, developing a team culture, ensuring enforcement of all regulations, providing appropriate instructions, and identifying and managing environmental hazards.
- Develops and maintains seasonal staff schedules to ensure adequate coverage.
- Shuffles Lifeguards between pools as needed to ensure adequate coverage.
- Oversees weather closures and reopenings.
- Monitors pool conditions and water quality.
- Conducts safety checks and ensure EAPs are followed.
- Coaches Pool Managers, Lifeguards, and Cashiers on pool operations and policies.
- Works closely with the Manager to ensure all Aquatics standards are met and maintained.
- Assists pools that are short staffed.
- Serve as point of contact for Pool Managers and Lifeguards.
- Reports to work on a regular and timely basis

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

Ability to:

- Enforce pool policies while providing a high level of customer service to patrons
- Display a positive attitude for all patrons and staff
- Access a situation and make an informed decision



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- 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, climbing, and swimming; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid Oklahoma Class "D" Driver license
- b) Possession of a current CPR, First Aid, AED and Life Guarding Certificates required; **and**
- c) Successful completion of the City of Tulsa Parks Department West Test required

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting but in some instance will be expected to work long hours outdoors and in high humidity environments. 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