



CLASS TITLE | POOL MANAGER I
PAY GRADE: SE-05 | www.cityoftulsa.org/pay
Effective Date: 03/11/2026
CLASS CODE: 8563

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:

- Manages day-to-day operations of Tulsa Parks pools.
- Completes daily logs, chemical readings, incident reports, and paperwork including financial deposits.
- Manages Lifeguard attendance, shift drops/swaps, and clock-ins.
- Communicates effectively to the public and with City staff the need for assistance or additional equipment.
- Reports staffing shortages/needs to Pool Supervisors and Aquatics Manager.
- Reports employee performance and attendance concerns to Pool Supervisors and Aquatics Managers.
- 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.
- Prevents accidents and eliminates hazards in and around the pool and deck areas, ensuring an enjoyable, safe experience for patrons.
- Upholds all standards taught in Lifeguard certification courses.
- Address citizen inquiries about City-operated pools.
- Rotates as a Lifeguard on stand as needed to ensure pool operations.
- 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