



Pool Manager

Established Date: April 24, 2018

SALARY RANGE

_____ Hourly
_____ Biweekly
_____ Annually

GENERAL PURPOSE:

Performs a variety of administrative, managerial and supervisory duties as needed to organize and coordinate the operation of the city pool including preventive maintenance, and community and recreational swimming.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director and Parks and Recreation Lead.

SUPERVISION EXERCISED

Provides general to close supervision to part time lifeguards.

ESSENTIAL FUNCTIONS:

Manages the day-to-day operation of the pool facility; ensures that operations are in compliance with federal, state and local public pool regulations; interprets community aquatic needs; coordinates and develops aquatic programs, classes and activities to meet the needs of the community; implements management control plans as needed to minimize risk and liability; monitors compliance.

Recruits and trains swim instructors, lifeguards, schedules program work assignments, evaluates employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular staff meetings; coordinates participation in off-site training as needed to assure technical competency of instructors and lifeguards; makes recommendations affecting job retention, advancement and discipline.

Creates schedules for swimming instruction for all age groups; develops services and programs to assist community groups, schools, boy scouts etc.

Monitors facility operations; performs necessary maintenance duties to insure good health standards at the pool and maintains all records necessary to meet State Health Regulations; assures proper safety training of personnel; monitors facility safety practices; as a certified pool

operator, monitors pool water quality and chemical balances through sampling and testing.

Maintains proper inventory of concession stand items and products.

Coordinates events and activities with other City departments, outside agencies and service providers. Responds to citizen inquiries and input. Attends meetings, workshops and conferences, making presentations and providing information.

Attends trainings to keep abreast of current trends in pool operations; maintains current certification in instruction and pool operations.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Sufficient education and training to demonstrate and ability or aptitude to perform the above and related duties. Previous experience and/or involvement in recreation programs, lifeguarding or swimming preferred.

Knowledge of pool equipment and maintenance; knowledge of lifesaving methods and procedures, including First Aid and standard resuscitation measures; knowledge of rules and regulation governing conduct of the public at the pool; knowledge of swimming pool sanitation.

Skilled in the application of lifesaving techniques; skilled in swimming; ability to react quickly and calmly in emergencies; ability to perform rescue actions, administer First Aid and CPR.

Special Qualifications:

NSPF Certified Pool Operator
May need to be First Aid and CPR certified.

WORK ENVIRONMENT:

OSHA related hazards may be encountered under controlled conditions including chemicals associated with a pool; contact with blood borne pathogens, (and other) body fluids; and other communicable diseases. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance. Workers are frequently exposed to moving mechanical parts, toxic or caustic chemicals, and risk of electric shock.

DISCLAIMER:

The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all

responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed with or without notice. This job description supersedes earlier versions.