



Job Title: Pool Manager
Department: Public Works – Pub Properties
FLSA Status: Non-exempt, Hourly, Seasonal
Revised Date: See Below

Accountability

Under the direction of the Public Properties Director and Assistant Recreation Director respectively.

Job Summary

Responsible for all day-to-day operations of the municipal swimming pool and concession stand; trains and supervises lifeguards and office/concession workers; tracks staff attendance at in-services and completion of swims; performs public safety and recreational work in supervising swimming activities and enforcing pool rules/regulations.

Essential Job Functions

Directs and supervises all municipal swimming pool operations in accordance with applicable federal, state and local rules and regulations; enforces pool rules and regulations; supervises and assigns work schedules for all pool employees; directs lifeguard rotation system, break system, and determines whether to close pool during inclement weather; supervises and assists lifeguards in rescuing swimmers from water when in difficulty; directs and assists employees with routine maintenance and cleaning operations of the pool facility, concession stand and surrounding area; responsible for filter operation of pool and daily water chemical testing, including adding chemicals to maintain proper testing levels; responsible for routine maintenance of pool facility and concession stand equipment; responsible for collecting, recording and depositing all monies received from use of the swimming pool and sale of concessions; recommends hiring, firing and discipline of employees; participates in budget planning process and manages budget; recommends and develops written operating procedures/guidelines for swimming pool, bathhouse/office and concession stand; arrives punctually to scheduled shift times and maintains proper dress code at all times.

Additional Duties and Responsibilities

Reports non-routine and/or major operational problems to the Public Properties Director and maintenance problems to the Water/Wastewater Director; acts as public relations person for swimming pool, accepting public comments and resolving problems/complaints; maintains all required records concerning the pool including the condition of the water, chemicals used, number of persons using the pool, accidents/injuries, and other relevant information; participates and assists in lifeguarding activities as needed; procures supplies for cleaning, record keeping, concession stand and other items as required; prepares annual report at end of season.

Knowledge, Abilities and Skills

Good oral and written communication skills; ability to deal courteously and effectively with the public; good organizational and record keeping knowledge and abilities; ability to plan, schedule, instruct and supervise work of employees; thorough knowledge of water safety principles and ability to perform water safety instruction; good skills in all phases of swimming and aquatic safety; thorough knowledge and ability to perform life-saving techniques and first aid treatment; accurate vision, corrected or non-corrected; ability to properly position self at station and have equipment ready; ability to sit or stand for extended periods of time; ability to lift up to 50 lbs.; ability to carry, push or pull a variety of tools, equipment and materials used in maintenance and preparation of the pool; ability to manage pool during evenings, weekends and holidays.


Education and Experience

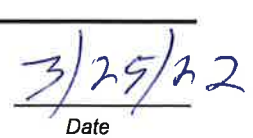
Graduation from high school and minimum of five years prior lifeguarding experience, two years of which involved assistant manager experience. Swimming instructor. Current certifications in American Red Cross Lifeguarding or equivalent; American Red Cross Water Safety Instructor Certificate; American Red Cross Standard First Aid; American Red Cross CPR or American Heart Association CPR; and Pool Operators License. American Red Cross Lifeguard Instruction Certificate desirable. Prior pool manager experience desirable.

Special Requirements

Possession of a valid driver's license.

***Note:** The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved:  _____
 City Administrator


 Date