

POSITION DESCRIPTION

POSITION TITLE: POOL MANAGER

GRADE NUMBER: 8

DEPARTMENT: _____

LOCATION: _____

GENERAL PURPOSE

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs. Performs safety work in teaching swimming lessons and serving as pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director.

SUPERVISION EXERCISED

Supervises life guards/Instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains; motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long-range plans. Coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors, mayor and city council. Communicates official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in the assigned area to assure Sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Directs the patrolling of the pool and enforcement of safety rules and regulations.

Works as a lifeguard as needed.

Teaches swimming lessons according to a prescribed routine and curriculum.

tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules, patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, picking up supplies for needed activities, conducting classes, selling tickets, collecting fees, helping set up classes, events etc.

Performs housekeeping tasks to maintain proper appearances of pool facilities.

Responds to public inquiries about aquatics' programs made by telephone or in person.

Maintains related records and statistics for various program.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples, adjusts chemistry as needed to maintain standards,

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PERIPHERAL DUTIES

None.

DESIRED MINIMUM QUALIFICATIONS

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

(A) Working knowledge of equipment, facilities, operations, and techniques used in a comprehensive aquatics program.

(B) Skill in operation of some of the listed tools and equipment; Skill in first aid and CPR.

(C) Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program; ability to establish and maintain effective working relationship with employees, supervisors, participants, and the public; ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

First Aid and CPR Certification; AED training and current life guard certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to swim, sit, talk, or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally exposed to wet and/or humid conditions! The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in office, and moderately loud in the pool area!

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____

Supervisor

Approval _____

Appointing Authority

Effective date:7-24-2014

Revision history: