

## **SWIMMING POOL MANAGER**

**GENERAL PURPOSE.** The Swimming Pool Manager is a non-exempt position under FLSA. The employee in this position supervises the day to day operations of the swimming pool. This employee should possess strong managerial skills and an ability to get along with citizens of all ages.

### **JOB DESCRIPTION.**

#### **DUTIES AND RESPONSIBILITIES.**

1. Hires all other pool employees.
2. Prepares weekly work schedules for employees making sure a manager is on duty at all times the pool is open.
3. Ensures proper rules and regulations, including safety, are followed by the employees and swimmers and is responsible for reporting any safety hazards to the City office immediately upon discovery.
4. Responsible for maintaining appropriate receipts, making daily deposits to City office, tracking season passes, and maintaining sign-in books for pass holders and daily swimmers and other financial records.
5. Review and approve employee time sheets and ensure they are submitted to the City office by 8:00am the Monday of Pay Day.
6. Responsible for making sure the pool area, bathhouse, and concession area are cleaned and maintained on a daily basis.
7. Assists city crews in opening of pool at beginning of season, including painting in bathhouses, general pool area maintenance during the season, etc.
8. Responsible for contacting suppliers and purchasing concessions and maintaining a proper inventory throughout the summer.
9. Scheduling of pool parties and ensuring qualified lifeguards are on duty.
10. Reviews and conducts in-service training for pool employees periodically through the pool season.
11. Responsible for overseeing and conducting (or providing a qualified instructor for) a minimum of two 2-week swimming lesson sessions annually.
12. Performs other related duties as deemed necessary or as required.

**SUPERVISION RECEIVED.** The Swimming Pool Manager reports directly to the City Superintendent concerning mechanical, maintenance and any safety hazards at the pool. The Manager reports directly to the City Clerk concerning all aspects of financial management and safety violations/accident reports.

**SUPERVISION EXERCISED.** Exercises supervision over the assistant pool manager, all lifeguards and concession workers.

## **II. JOB SPECIFICATIONS.**

### **KNOWLEDGE, SKILLS AND ABILITIES.**

1. Knowledge of lifesaving techniques, CPR, and First Aid.
2. Knowledge of problem solving methods.
3. Skill in developing working relationships with citizens and other employees
4. Skill in oral and written communications.
5. Ability to operate department equipment.
6. Ability to make decisions independently

### **EXPERIENCE AND TRAINING.**

1. Must be at least 21 years of age with a High school diploma or GED.
2. Supervisory experience is required.
3. Experience working with different age groups is preferred.
4. Must be a certified lifeguard.
5. Prefer Water Safety Instructor Certification.

**PHYSICAL DEMANDS & WORK ENVIRONMENT.** See the essential functions table on page B41.

### ESSENTIAL JOB FUNCTIONS

**Employees in this job position are required to meet the following requirements.**

A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D	A - Rarely or Never B - Periodic (Not every day) C - Frequent (Sometimes each day) D - Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS					PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING					HEARING DEMANDS				
1. Standing/Stationary				x	1. Semi-sedentary (up to 10 lbs.)				X	1. Normal noise levels				X
2. Standing/Moving About				X	2. Light work (10 - 20 lbs.)				X	2. Constant low level noise			x	
3. Sitting				X	3. Medium work (20 - 50 lbs.)		X			3. Occasional loud noise			x	
4. Climbing				X	4. Heavy work (50 - 100 lbs.)		x			4. Constant/very loud noise	X			
5. Balancing			x		5. Very heavy work (100+ lbs.)	x								
6. Stooping			x							HAZARDOUS CONDITIONS				
7. Kneeling			x		PHYSICAL STRENGTH: CARRYING-PUSH/PULL WHILE MOVING					1. Respiratory irritants-dust, fumes, gases	x			
8. Crouching			x		1. Semi-sedentary (up to 10 lbs.)				X	2. Skin irritants-dust, fumes, gases	x			
9. Crawling	x				2. Light work (10 - 20 lbs.)				X	3. Allergic irritants-dust, fumes, gases	x			
10. Reaching		x			3. Medium work (20 - 50 lbs.)		x			4. Wet work - hands				x
11. Handling				X	4. Heavy work (50 - 100 lbs.)		x			5. Wet work - feet				x
12. Fingering				X	5. Very heavy work (100+ lbs.)	x				6. Operation of heavy equipment	x			
13. Talking/Speaking				x						7. Climbing ladders				x
14. Driving	x				VISUAL DEMANDS					8. Working in very high places			x	
15. Smelling	x				1. Near Vision				X	9. Use of electrical equipment				x
16. Object Manipulation	x				2. Far Vision				X	10. Use of sharp utensils			x	
17. Grasping (both hands)			x		3. Depth perception				X	11. Sensitivity to extreme temperature variations			x	
18. Pinching (thumb/forefinger)		x			4. Accommodation				X					
19. Turning				x	5. Color vision				X	MENTAL DEMANDS				
20. Twisting (hand/wrist)			x		6. Field of vision				X	1. Reading Ability				x
21. Walking				X						2. Written Language Ability				x
22. Squatting			X							3. Mathematic Ability				x
23. Twisting (upper body)			x											
24. Simultaneous Activity				X										
25. Hearing				X										
26. Touching				X										
27. Other														