# POOL MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**SUMMARY DESCRIPTION**

Under general supervision of the Assistant Director, coordinates swimming activities; administers and supervises operations and maintenance of the swimming pool.

**QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- **Duties:**
  - Responsible for day-to-day pool operations. Evaluates operations and programs; recommends improvements and/or additional activities as necessary.
  - Hires, fires, trains, schedules and evaluates pool lifeguards and cashiers. Ensures pool is properly staffed and supervised at all times.
  - Assists supervisor to open and close pool for the season.
  - Assists with general facility maintenance and repairs; ensures required periodic water-testing is performed and records results. Monitors water condition and adds chemicals to improve water quality as necessary.
  - Inspects pool facilities and equipment daily for safety and cleanliness. Maintains a clean, safe and healthy swimming environment at all times.
  - Makes decision to close pool due to safety, inclement weather, poor water clarity/quality or mechanical malfunction; coordinates decision to close with supervisor.
  - Performs various administrative functions, to include cash control and financial reports, daily attendance, sales records and water-testing logs; consolidates information in year-end report.
  - Develops and prepares press releases and other publicity; coordinates with supervisor.
  - Identifies requirements for supplies and equipment; advises supervisor of needs. Purchases concession resale items directly from vendor.
  - Plans and directs special swimming-related events; schedules pool for special activities and programs; assists with organizing and conducting other recreation programs as needed.
  - Trains lifeguards; assists with lifeguarding; assists with or teaches Red Cross swimming lessons if qualified. Monitors instruction for accuracy and quality.

**EDUCATION & EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- **Education/Training:**
  - High School Graduate/GED
- **Experience:**
  - Previous pool management
  - Mechanical aptitude helpful

- **Licenses/Certificates/Special Requirements:**
  - Certified in First Aid and CPR
  - Certified Red Cross Lifeguard, Red Cross WSI preferred
- **Competencies:**
  - Excellent written and oral communication skills
  - Customer focus
  - Dependability
  - Problem solving/Issue Analysis
  - Productivity
  - Teamwork
  - Interest in Continuing Education Training

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

- **Environment:**
  Swimming pool and outdoor environment; exposure to noise, dust, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

- **Physical:**
  Primary functions require sufficient physical ability and mobility to work in an swimming pool setting and in a outdoor environment; to walk, stand and sit for long periods of time; to frequently stoop, bend, kneel, crouch, drawl, climb, reach, twist, grasp and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; must be able to lift 100 lbs. on a regular basis, and to verbally communicate to exchange information. **Vision:** See in the normal visual range with or without correction. **Hearing:** Hear in the normal audio range with or without correction.