

# SWIMMING POOL MANAGER

Position: Swimming Pool Manager

Reports to: Mayor and Council Personnel Committee

## **POSITION SUMMARY:**

Oversee daily operations of municipal outdoor swimming pool and manage pool staff.

## **ESSENTIAL JOB DUTES:**

- Test and analyze pool water quality daily and maintain associated records.
- Adds chemicals as necessary to maintain water quality.
- Interviews, hires, trains, supervises, schedules, evaluates and disciplines pool staff.
- Prioritizes work and prepares daily work assignments.
- Responds to employee grievances.
- Compiles and maintains daily reports and records, including time sheets and other personnel records, accident reports, attendance, admissions, receipts, and state required records and reports.
- Prepares swimming pool payroll logs and maintains required records.
- Assists in preparing annual swimming pool budget.
- Responds to questions and complaints from the public.
- Cleans, fills, and drains wading pool daily.
- Monitors upkeep of deck and pool area.
- Prepares and implements cleaning schedule.
- Coordinates maintenance activities such as cleaning, painting, etc.
- Ensures safety of swimmers by enforcing pool rules.
- Inspects and takes inventory of rescue equipment.
- Coordinates swimming lessons and other swimming programs.
- Maintains inventory of pool supplies.
- Post season review with Council.

## **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Skill in supervising employees, delegating and directing work.
- Skill in motivating and directing the work of employees.
- Ability to maintain required licenses and certifications.
- Ability to maintain effective relationships with pool staff, other city officials and the public.
- Ability to safely work with chemicals associated with swimming pool operation and maintenance.
- Knowledge of swimming pool operation and maintenance.
- Knowledge of procedures associated with water quality testing and analysis.
- Experience in lifeguarding, first aid, CPR, and other emergency response procedures.
- Ability to remain calm in emergency situations.
- Basic knowledge of bookkeeping.
- Proficiency in basic mathematics and the ability to accurately determine totals and percentages.
- Ability to accurately make change.

## **ENTRY REQUIREMENTS**

- High school diploma or GED.
- Management skills are helpful.
- Must attain a Certified Pool Operator certification prior to pool season. This is a three-day class, and cost will be covered by the city.

## **WORK ENVIRONMENT**

Work is performed primarily outdoors at municipal swimming pool. Some work is performed in an office setting at pool site. Work involves prolonged exposure to sun, extreme temperatures, potentially adverse weather conditions, chemicals and fumes associated with the swimming pool operation and maintenance. Work involves interaction with the public.

- All requirements are subject to possible modification to reasonably accommodate qualified individuals with disabilities. Prospective employees are encouraged to discuss possible accommodation with the city.
- Job descriptions in no way state or imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and to perform any other job-related requests from their supervisor.
- The city reserves the right to change or reassign job duties or combine positions at any time.

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Signature

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Date