



Position Description

**POOL MANAGER**

**GENERAL PURPOSE**

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs.

**SUPERVISION RECEIVED**

Works under the general supervision of an assigned Recreation Services Manager.

**SUPERVISION EXERCISED**

Supervises recreation specialists, part-time recreation staff, lifeguards, instructors, seasonal employees, maintenance staff and volunteers, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)**

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; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and outside agencies as needed.

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 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.

Prepares a variety of studies, reports and related information for decision-making purposes. Prepares attendance, accident, incident and routine accounting reports.

Coordinates staff in the development and implementation of aquatics programs.

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

Supervises classes, and co-sponsored programs.

Workshops and activities for persons engaged in aquatics programs

Schedules and runs various aquatics events throughout the season.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, obtain supplies needed for activities, conducting classes, selling passes, collecting fees; making arrangements for rental and use of pool, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.

Coordinates special aquatics programs, registers participants, collects fees, acquires coaches, instructors and assigns practice times.

Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Oversees 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. Maintain maintenance records.

### **PERIPHERAL DUTIES**

Works as a lifeguard or swim instructor as needed.

Serves as a member of various employee committees, as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience:**

- (A) Graduation from High School and two years of college or university courses with a major in recreation physical education or a closely related field.
- (B) Two years aquatics experience; or
- (C) An equivalent combination of education and experience.

### **Necessary Knowledge, Skills and Abilities:**

- (A) Considerable knowledge of aquatics philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community aquatics program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid, CPR, Water Safety Instruction and Lifeguarding.
- (C) Ability to develop, coordinate, and direct varied activities involved in an aquatics program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

## **SPECIAL REQUIREMENTS**

First Aid, Cardiopulmonary Resuscitation (CPR), Life guarding, Water Safety Instructor certification.

Life guarding Instructor certification highly desirable.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone; automobile, ladders and wrenches.

## **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 frequently required to swim, walk, sit and 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; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, 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 works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic and/or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

**SELECTION GUIDELINES**

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

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.

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: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date:

Revision History: