



Job Description

Pool Manager

SUPERVISION RECEIVED: Works under the direction of the Aquatics Director.

DEFINITION: Under general direction is responsible for the efficient and effective operation of the programs, management, and routine maintenance of the District pool, a summer seasonal pool

REQUIREMENTS

- Have current Lifeguarding certification, at least 3 summers of aquatics experience, with at least one summer of experience assisting in managing or managing a pool facility. Other combinations of experience and education that meet the minimum requirements may be substituted
- Must have knowledge of:
 - Operation of a swimming pool, including sanitation, maintenance, safety, and public relations
 - Swimming pool cash management operations and recordkeeping
 - Principles, practices and application of lifesaving and first aid techniques
 - Emergency services available
 - Rules and regulations pertaining to the pool use
- Must have ability to:
 - Perform a broad range of supervisory responsibilities over others
 - Work independently within the established policies and procedures of the department
 - Work cooperatively with staff and public
 - Enforce pool rules and regulations
 - Act quickly and calmly in emergencies
 - Communicate orally in the English language in a one-on-one or group setting
 - Produce written documents in the English language using proper sentence construction, punctuation, and grammar

AREAS OF RESPONSIBILITY

SUPERVISORY

- Manage District pool staff
- Assists Recreation Coordinator in the interviewing and hiring of pool staff.
- Responsible for oversight of till. Verify money is counted, and money along with paperwork is delivered to the main office or filed in appropriate place for the main office staff
- Responsible for time sheets of lifeguards. Verify, sign and deliver time sheets on the 25th of each month or the next business day to the Recreation Coordinator
- Administer discipline according to District policy
- Conducts performance evaluations

SAFETY

- Maintain inventory of safety supplies and equipment. Oversee the maintenance of the First Aid area including keeping the area clean.
- Order supplies when needed.
- Maintain a clean and orderly workplace
- Assure that any rescue, incident, or accident reports are filled out completely and accurately at time of incident and deliver a copy of report to the Recreation Coordinator or Business Manager at the main office. Assist in accident investigations

- Assure the appropriate staff health and safety guidelines are followed (Blood borne pathogens, hepatitis shots, chemical safety, lifting, electrical, etc.)
- Be familiar with and follow all safety rules and procedures

TRAINING

Provide regular staff in-service training opportunities; including but not limited to: heat stroke, heart attack, cardiac arrest, CPR/First Aid, spinal injuries, broken bones, shock, AED training, pool closure policies, Code Adam, Etc.

POOL

- Conduct him/herself in a professional manner at all times.
- Responsible for enforcement of District policies, pool rules, and regulations and oversight of pool guests.
- Opening and closing of the pool as scheduled.
- Oversee scheduling of lifeguard personnel including parties. Enforce breaks, lunch/dinner times, and training times are scheduled.
- Work closely with the WSI Coordinator, especially concerning scheduling.
- Work closely with Assistant Manager/Head Guard in all aspects of the pool operation
- Communicate expectations to staff in a clear and concise manner (ie “scan the zone in 10 seconds”, rather than “watch the pool”). Provide feedback to staff regarding their performance on an ongoing basis and provide corrective training to assist them in improvements.
- Responsible for the cleanliness of the pool, bathhouse, deck, staff area, etc including the area outside the fence surrounding the pool. Delegates cleaning duties to staff so all share in the responsibility.

FACILITY MAINTENANCE

- Make sure all equipment is in good working order. Notify Recreation Coordinator or Parks Supervisor if repair or replacement is necessary
- Oversight of sampling and maintenance of water chemistry.
- Maintains day to day records, including but not limited to daily water chemistry, records, cleaning schedule, etc.

GENERAL

- Responsible for being familiar with and following the District policies & procedures. Also be familiar with and know the location of the “pool rules and procedures” manual, MSDS and emergency procedures.
- Make sure all necessary employee govt. regulations are posted in the staff room.
- Properly maintains Public Records (see Appendix ‘M’)
- Attends Management meetings as scheduled
- Perform other duties as assigned.