

Swimming Pool Manager

Department: Swimming Pool

Reports to: City Clerk/Street Department Superintendent

Position Summary:

Responsibilities include, but are not limited to, enforcing policies and procedures which ensure effective operations of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, scheduling of staff, public relations, janitorial duties, pool cleaning, cleaning of bathrooms and concession stand area, swim lessons, and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working management position requiring some weekends and holidays.

Education & Experience:

Must be 18 years of age or older. Candidates with experience and knowledge in pool management and operation preferred but not required. Willing to train as necessary.

Skills:

This employee should have the ability to provide instructions to employees under his/her supervision and also have excellent organization skills, public relations, and oral & written communication skills. This employee must be able to count money and change correctly. This employee makes decisions concerning employee scheduling, supplies needed, discipline of staff and customers, prioritizing daily work assignments, and performing daily duties in an effective manner.

Examples of Work (Essential Functions):

- Prepares all work schedules for employees making sure a senior employee or manager is "on duty" at all times the pool is open
- Ensure hourly employees work no more than (40) hours per week (unless approved)
- Have time cards completed for the Clerk's office by 9am every other Monday
- Hold safety meetings for all employees
- Track pool attendance; balancing of cash drawer; accurately complete deposit slips and ensure nightly bank drops are completed accurately
- Ensure proper operating conditions of all equipment and report any maintenance problems to the Street Superintendent
- Handle & document first aid problems
- Maintain lifeguard schedules, rotations and breaks
- Maintain discipline and supervise all staff by enforcing staff policies and rules
- Enforce City Pool Policies to the public
- Maintain positive public relations
- Document & record all disciplinary problems and accidents in a neat and concise manner.
- Maintain a clean facility by delegating duties to the staff; including, but not limited to, bathrooms, trash collection (inside and outside the facility), and cleaning of the pool.
- Set a positive example for the staff to follow
- Other duties as deemed necessary or required