

# ***POOL MANAGER***

**City of Washington**

**Pool Department**

## **POSITION SUMMARY**

Under the supervision of the City Administrator, and is non-exempt under FLSA. This position provides day to day supervision of the City's swimming pool, pool personnel, and patrons. Responsible for the operation of all equipment at the pool and maintenance of chemical balance of the water in the pool.

## **ESSENTIAL FUNCTIONS**

- Scheduling and daily assignment of lifeguards;
- Oversee daily operations and employees;
- Daily deposits of cash receipts to City Hall;
- Submit orders for supplies to City Hall;
- Ensure safety of all pool patrons;
- Watch for possible danger and be prepared to react to an emergency at all times;
- Work concessions and admissions;
- Be familiar with and maintain every piece of rescue equipment on site;
- Must know and understand emergency action plan and lifesaving techniques;
- Enforce all pool rules and regulations;
- Clean pool, pool house and public bathrooms;
- Fill out all paperwork;
- Assist with closing pool and moving all patrons to safe location in the event of inclement weather;
- Ability to check chemical balance and assist with maintaining correct chemical balances;
- Follows department policies and procedures;
- Follows safety procedures and practices.

## **MARGINAL FUNCTIONS**

- Report any signs of vandalism;
- Performs grounds keeping duties;
- Assists other departments as needed;
- Performs other duties as deemed necessary or assigned.

### **QuickView**

FLSA: NON-EXEMPT

ADA: APPLICABLE

FMLA: NON-ELIGIBLE

OSHA: BLOODBORNE PATHOGENS

### WORKING CONDITIONS:

HAZARDOUS CHEMICALS

ADVERSE WEATHER

MANUAL LABOR

## **POOL MANAGER POSITION REQUIREMENTS**

**Experience:** One to two years of lifeguarding experience is preferred, but not required. Employee is expected to have acquired the necessary information and skills to perform the job within one month of employment.

**Education:** A current Lifesaving/First Aid is preferred but not required. CPR certification is required. All certifications must be completed and on file at City Hall prior to beginning employment.

**Technical Skills:** A working knowledge of rescue equipment, cleaning procedures, emergency procedures and water testing is required. The ability to count change is required.

**Problem Solving:** Some independent problem solving is involved in this position. The employee encounters problems with equipment, water chemical levels, patron concerns, and personnel issues.

**Decision-Making:** Some independent decision making is involved in this position. This employee makes decision about resolving citizen concerns and performing daily duties in the safest and most efficient manner.

**Supervision:** This employee works with limited supervision from the City Administrator. This employee exercises supervisory responsibilities over subordinate personnel including the assistant pool manager and lifeguards.

**Financial Accountability:** This employee is responsible for department resources and equipment. This employee does have the authority to purchase necessary department equipment and supplies in compliance with the current Purchasing Policy. This employee is also responsible for the collection and accounting of daily receipts from admissions and concessions at the pool and submitting them to City Hall for recording and depositing.

**Personal Relations:** Daily frequent contact with the general public, co-workers, and supervisory personnel is expected. Employee is expected to be professional and courteous at all times.

**Working Conditions:** This employee works in an outdoor environment, and may be exposed to all weather conditions.

**Physical Requirements:** This position required frequently being wet and sitting for periods in the outdoors and subject to both hot and cool temperatures. The position requires the physical ability to enter the water quickly and provide rescue services to patrons of the pool.

*The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

THIS JOB DESCRIPTION LAST UPDATED IN JANUARY 2020.