

Town of Lakeview

Pool Manager Job Description

Seasonal, At-will Position

\$24.50 hourly

GENERAL:

This position serves as Manager at the Town of Lakeview public pool facility. The Manager is responsible for the supervision of pool employees, budget accountability, maintenance of pool facilities, scheduling, safety, providing swim lessons to the public, and creating a positive public image.

QUALIFICATIONS:

- Knowledge of pool management and maintenance.
- Ability to maintain an accurate budget.
- Proficient communication skills, both verbal and written.
- Ability to supervise young adults.
- Proficient in interacting with people of various ages from diverse backgrounds.
- Available to work shifts, evenings, and weekends.
- Physically fit, strong, agile, and dexterous.
- Current First Aid/CPR/Lifesaving and WSI qualifications *are preferred*. (A copy of current First Aid/CPR/Lifeguard certifications must be attached to the job application or provided to Town Hall by the opening day at the pool.)
- Pass the swimming evaluation test. Swimming proficiency and comfort in all types of water conditions.

SPECIFIC DUTIES:

Scheduling:

The Pool Manager shall be responsible for opening and closing the pools to the public at designated times. A presence at the main pool shall be expected except on occasions when the *Assistant Pool Manager* or a *Seasoned Lifeguard* has been appointed to be responsible while the Pool Manager is out. This delegation may not extend to first-year lifeguards and should be limited to those occasions when the Pool Manager has conflicts with these times. Two Lifeguards should be appointed as *Seasoned Lifeguards*. The selection of the responsible individual(s) should be discussed with the Town Manager and/or other Town Hall staff.

The schedule of the Pool Manager shall be no more than 40 hours per week and shall include agreed-upon core hours. Core hours are to be determined and agreed upon. Once agreed upon, the core hours may only change with prior consultation with the Town Manager.

The Pool Manager shall maintain a presence at the pool for interaction with the public and shall post a two-week working schedule for themselves and all employees at the pool with copies made available to the Town of Lakeview. The schedule shall rotate all employees in such a way as to allow each employee to gain experience in a variety of tasks. This shall include all aspects of pool management such as lifeguarding, pool, and facility clean up, maintenance of pool chemicals, office duties, and responsibility for overall pool appearance. Duties such as bathroom clean-up shall be completed daily. Employees shall be rotated in such a way as to distribute these duties evenly.

All work shall be completed during regular pool hours. Pool Manager and employees shall not extend their hours beyond scheduled pool hours to complete tasks such as shower/bathroom cleaning, etc.

Pool covers shall be placed promptly after the final scheduled swim of the day and the pool immediately closed.

Schedules, fees, and regulations of the pool shall be clearly posted at the pool for the public. The Pool Manager shall maintain a schedule that maximizes public accessibility, including:

- General public swim
- Adult lap swim
- Swim lessons
- Swim team practice and meets.
- Other uses as they occur.

Supervision:

The selected Pool Manager or his/her designee shall deliver a daily report of the pool operations to Town Hall, no later than 4:45 PM each afternoon of the pool use.

Supervision of lifeguards is a critical element of the Pool Manager's position. Public interaction and maintenance of a positive attitude must become an integral part of each employee's work. The Pool Manager shall provide direct supervision of each employee and provide employees with constant feedback on their performance. Mid-season Reviews shall be due mid-season. Final reviews shall be due immediately upon closing of the pool.

All pool employees will be expected to provide swim lessons to the public. Employees shall be assigned to various levels according to their abilities. Swim lessons shall be monitored regularly to assure that they are providing the proper level of instruction.

The Pool Manager shall instruct each employee in all aspects of pool maintenance. Supervision of individuals will be ongoing and shall provide each employee with the ability to perform these duties independently. Work duties shall be distributed evenly so that all employees are given responsibility for a variety of pool tasks. Activities shall be limited to those related to pool operation.

The Pool Manager shall be responsible for providing a positive image to the public and assuring that each employee does the same. Pool employees shall be made aware of all pool policies, regulations, and proper behavior.

Standard procedures shall be established for accidents and emergencies. All employees will be made thoroughly familiar with these procedures.

Delegation of authority shall be given to individuals based on their experience and past performance. Only individuals showing the necessary maturity and reliability shall be given responsibility for opening

and managing the pool in the Pool Manager’s absence. This responsibility should be reserved for the Assistant Pool Manager or the Seasoned Lifeguard(s) unless otherwise agreed to between the Town Manager and the Pool Manager.

Budget:

A spreadsheet or equivalent system shall be maintained for tracking the following items on a daily, monthly, and annual basis:

- Breakdown of total use
- Collection and expenditures
- Personnel hours and wages
- Swim lessons and other pool use
- Other items as defined by the Pool Manager and Town Manager

This information shall be made available to the Town of Lakeview in the form of a report. Other information can be attached in narrative form as needed. Cost-saving measures shall be followed whenever possible. The Pool Manager shall coordinate use and fees for other uses such as private parties, aerobics, etc., and shall include this information in the budget reports.

Other Duties:

- Responsible for preparing pool and facilities for swimmers in a timely fashion.
- Report daily to Town Hall on pool activities, changes, finances, problems, etc.
- Daily Chlorine Log: Testing is required hourly by law. A log must be filled out.
- Attend all staff meetings.
- Teach aquatic skills, following high-quality guidelines and insuring participants' safety.
- Maintain records of participants, fees, and schedules.
- Be familiar with and follow all emergency and accident procedures, pool policies, and schedules.
- Respond with courtesy and punctuality.
- Assure that all swimmers are clear of the pool and facilities prior to closing.
- Always create a safe environment.
- Inventory and evaluate First Aid supplies daily. Notify Town Hall of any deficiencies.
- Keep the public informed of schedules, fees, and regulations.
- Always promote a courteous public image. Treat customers, co-workers, and supervisors with respect.

With my signature, I certify that I agree to all conditions of the job description and the salary for this position.

Signature: _____

Date: _____

Position Hourly/Salary Wage: \$24.50