

## Seasonal, Pool Manager

### Lakeview Community Swimming Pool

Town of Lakeview, Oregon

Pay Rate: \$20 hourly

Reports To: Town Manager

Position Type: Seasonal / Part-Time

#### INTRODUCTION:

This position serves as Manager at the Town of Lakeview public pool facility. The incumbent is responsible for 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 *is preferred*. (A copy of current First Aid/CPR/Lifeguard certifications must be attached to job application or provided to Town Hall by the opening day at the pool.)
- Pass swimming evaluation test. Swimming proficiency and comfort in all types of water conditions.

#### SPECIFIC DUTIES:

##### Scheduling:

The Pool Manager is responsible for ensuring the timely opening and closing of the pools to the public according to the established schedule. The Pool Manager is expected to be present at the main pool at all times during operating hours.

The schedule of the Pool Manager shall be no more than 35 hours per week and shall include agreed upon core hours. Core hours 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 consistent presence at the pool to ensure regular interaction with the public. A two-week work schedule for all pool staff, including the Pool Manager, must be posted in advance, with copies submitted to the Town of Lakeview.

Schedules must be designed to rotate employees through a variety of responsibilities, providing each staff member with experience in all aspects of pool operations. These responsibilities include lifeguarding, facility and pool cleanup, pool chemical maintenance, office duties, and maintaining the

overall appearance of the pool. Daily bathroom cleaning is required and shall be assigned equitably among all staff through rotation.

All work shall be completed during regular pool hours. The 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 which 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 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 Manger's position. Public interaction and maintenance of a positive attitude must become an integral part of each employee's work. The Pool Manger 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 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 upon 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.

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 Manger and Town Manger

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.
- 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 pool and facilities prior to closing.
- Always create a safe environment.
- Inventory and evaluate First Aid supplies daily. Notify Town Hall of any deficiencies.
- Maintain water quality by regularly testing and adjusting chemical levels (pH, chlorine, alkalinity, etc.).
- Ensure the pool area meets all local, state, and federal health and safety regulations.
- Maintain accurate records of daily chemical testing, maintenance logs, and repairs.
- Track and manage inventory of pool chemicals and maintenance supplies.
- Keep the public informed of schedules, fees, and regulations.
- Always promote a courteous public image. Treat customers, co-workers, and supervisors with respect.
- Other duties as assigned.

**REQUIRED CERTIFICATIONS & LICENSES:**

- Oregon Certified Pool Operator (CPO) License or ability to obtain prior to start date.
- CPR and First Aid Certification (preferred).
- OSHA 10 or 30-Hour General Industry Training (preferred).
- Training or prior experience in geothermal system maintenance is strongly preferred.

**WORK ENVIRONMENT:**

This position involves working outdoors. The environment may include exposure to heat, humidity, pool chemicals, and wet or uneven surfaces. Safety equipment and procedures must be followed at all times.

Position is subject to passing background investigation check.

This job description does not constitute an employment agreement between Lakeview and Employee.

The Town of Lakeview will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on the Town's operations, or a safety risk to employees or coworkers, or removes an essential job function. Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the Town Manager. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions, providing that an accommodation(s) does not create an undue hardship for the employer, remove an essential job function, and/or create a direct safety threat to the individual, or others.