



CLASS TITLE: Pool Manager (Seasonal)

Pay Grade 150

ACCOUNTABLE TO: Parks, Recreation and Cemeteries Director

FLSA STATUS: Non-exempt

PRIMARY OBJECTIVE OF POSITION: As a member of the Parks, Recreation Department, the individual in this position performs a variety of **administrative and managerial duties** as needed to plan, organize and coordinate the maintenance and operations of the City's Swimming pool. This position ensures the safe, effective and efficient utilization of the Lamar Swimming Pool. The outdoor pool is typically open from Memorial Day through Labor Day.

General Duties: Provides close to general supervision to Assistant Pool Manager, Lead Lifeguard(s), Swim Instructors Lifeguard(s) and Office and Concession Pool staff.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Develops daily work tasks for all pool employees; monitors time sheets and prepares bi-weekly payroll reports to submit to Facilities Manager.

Recommends, prepares and implements facility policies and procedures related to patron use, fees, safety, etc.; implements management control plans as needed to minimize risk and liability; monitors compliance.

Plans and oversees or instructs all staff trainings, certifications and in-services; interviews and recommends candidates for hire; monitors and evaluates employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; ensures proper certifications for staff; conducts regular meetings; coordinates participation in off-site training as needed to assure technical competency of instructors; makes decisions affecting job retention, advancement and discipline.

Maintains records of all income and expenditures; monitors proper handling of cash receipts; develops and prepares reports as needed to apprise city management of facility status; maintains petty cash funds; manages daily revenues and deposits, daily inspection reports and accidents/incident reports; communicates current information on hours of operation and promotions.

Safety

Enforces safety at the pool amongst both staff and members of the general public; oversees, promotes and assess public and private swim lessons; administers First Aid/CPR emergency and other safety procedures as required. Will be required to provide on-deck lifeguard duties when needed.

Facilities Maintenance/Water Quality



Oversees pool facility maintenance projects and related renovations; directs general facility maintenance; monitors water temperatures and chemical balances, takes water samples; may make minor equipment adjustments to assure proper temperature and chemical standards; oversees the development and implementation of maintenance schedules. Implements pool water quality policies and procedures in accordance with state and federal law. Coordinates with Pool Operator in Charge (POC) with the filtration and discharge permit requirements in accordance with state and federal law.

PHYSICAL DEMANDS The employee is subject to both inside and outside environmental conditions; may be subject to extreme heat: temperatures to above 100 degrees for periods of more than one hour. Subject to noise. The employee may be subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

Physical and Mental Requirements/Activities:

- This work requires the frequent exertion of up to 50 pounds of lifting/moving or force and occasional lift, move or drag 100 pounds or more while performing essential functions of the job.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- The physical activities of this position include, but are not limited to, the following: climbing, balancing, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, and repetitive motions.
- Acceptable verbal and conversation skills to effectively communicate with others in English.
- Ability to understand and follow oral and written instructions.
- Ability to read and write English and interpret documents such as safety rules, material safety data sheets, operation and maintenance instructions, procedure manuals, and so forth.
- Ability to recognize occupational hazards in work activities and take safety precautions.
- Maintain mental capacity which allows the capability of making sound decisions and following directions.
- This position is considered a safety sensitive position because the individual performs safety-sensitive functions on a daily basis.

SUPERVISION – RESPONSIBILITY FOR WORK OF OTHERS: Assistant Pool Manager, Lead Lifeguard(s), Swim Instructors Lifeguard(s) and Office and Concession Pool staff.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

QUALIFICATIONS: Candidates with significant experience and knowledge in pool management operations preferred. Graduation from high school required. General management experience.



LICENSE AND CERTIFICATION REQUIREMENTS: Ability to pass performance proficiency tests based on American Red Cross Lifeguard, CPR for the Professional Rescuer and AED certification requirements. May require WSI certification during employment. Must obtain instructor certification in the following: Lifeguard Instructor and CPR/First Aid Instructor. Current Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) highly desired. Position requires submission to random drug & alcohol testing.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Core Competencies: Every City staff member must possess or work to attain the following five core competencies: **Communication, Interpersonal Relations, Customer Service, Accountability and Dependability, Job Knowledge and Supervision and Performance Management** (only if applicable to the position).

Considerable knowledge of the philosophy and objectives of community recreation programming; equipment, facilities, operations and techniques used in a comprehensive community recreation program; modern office management practices and procedures; basic accounting and bookkeeping; state and federal regulations governing facility and pool operations; climate control systems; aquatics structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations.

Considerable Skill in the art of diplomacy and cooperative problem solving.

Ability to develop, organize and implement various aquatic programs; communicate effectively about rules, regulations and programs; work independently with minimal supervision, to prioritize and resolve problems, to pay close attention to detail, to work within department budget and to carry tasks to completion; work a flexible schedule, including weekends, evenings, and holidays; establish and maintain effective working relationships with employees, other organizations, and the public; ability to communicate effectively, verbally and in writing.

Early morning, evening, and weekend hours are required.

Notice Regarding Medical and/or Recreational Marijuana Use: Because the possession and use of marijuana whether for medical use or otherwise, constitutes a federal offense and because the City of Lamar is a drug free workplace, the City will not accommodate the medical use of marijuana and enforces written policy prohibiting the use of marijuana. The fact that state law recognizes medical marijuana as a prescribed or otherwise permitted, medication does not alter or otherwise change the policy.

THE CITY OF LAMAR PROVIDES EQUAL EMPLOYMENT OPPORTUNITIES TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT AND PROHIBITS DISCRIMINATION AND HARASSMENT OF ANY TYPE WITHOUT REGARD TO RACE, COLOR, RELIGION, AGE, SEX, NATIONAL ORIGIN, DISABILITY STATUS, GENETICS, PROTECTED VETERAN STATUS, SEXUAL ORIENTATION, GENDER



IDENTITY OR EXPRESSION, OR ANY OTHER CHARACTERISTIC PROTECTED BY FEDERAL, STATE OR LOCAL LAWS.

THIS POLICY APPLIES TO ALL TERMS AND CONDITIONS OF EMPLOYMENT, INCLUDING RECRUITING, HIRING, PLACEMENT, PROMOTION, TERMINATION, LAYOFF, RECALL, TRANSFER, LEAVES OF ABSENCE, COMPENSATION AND TRAINING.