

RECREATION DEPARTMENT

JOB DESCRIPTION

POOL MANAGER

 **EXEMPT:** Yes **UNION:** No

GENERAL STATEMENT OF JOB:

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs. Protects the life and well-being of persons using the swimming and diving areas.

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed; set high standards of work ethics for staff.
2. Assists with the hiring of staff; maintains safety and well-being of staff; schedules staff meetings.
3. Enforces pool regulations and safety procedures to protect the life and wellbeing of persons using the swimming pool; enforce emergency procedures when needed.
4. Communicates and takes directives from Parks & Recreation Director.
5. Maintains equipment inventory; maintains financial records; purchases necessary supplies; checks money.
6. Responds to public inquiries about aquatics programs made by telephone or correspondence.
7. Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.
8. Supervises cleaning of the bath house and surrounding grounds.
9. Coordinates and supervises the set up and scheduling of swim lessons.
10. Financial tasks include overseeing daily admittance fees, cash register change; purchasing supplies as needed.
11. Attends employee orientation and meetings as required.
12. Satisfies training requirements on a weekly basis.
13. Communicates openly with patrons and staff in a friendly manner.

Section 2. Peripheral Activities

1. Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Wide range of intellectual and practical problems; nonverbal symbolism; comprehend most abstruse concepts. Add, subtract, multiply, and divide whole numbers.

Skill in operation of listed tools and equipment. Skill in First Aid and CPR.

Ability to file, post, and mail materials; copy data from one record to another; interview to obtain basic information such as age, occupation, and number of children; guide people and provide basic direction. Ability to establish and maintain effective working relationships with employees. Ability to communicate effectively, verbally or in writing, with customers and the general public during open swim and swim lessons; state health inspector. Ability to have a quick action response in an emergency. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Safety buoys, Sheppard’s Crook, rescue tubes, reaching pole and other equipment associated with the pool, cash register, calculator, minor mechanical applications and general operations of the pool chemical and filtration systems.

CONFIDENTIAL DATA:

Employee will maintain a high level of confidentiality concerning safety, health, and work-related matters.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee constantly stands; walks; grasps; holds; uses repetitive movements; uses eye-hand coordination; hears; tastes or smells; talks; uses the telephone; has contact with general public/customers. Employee frequently sits; reaches. Employee occasionally works alone; stoops, kneels, crouches, or crawls; climbs ladders. Employee must swim 500 yards weekly.

Employee must be able to occasionally lift up to 100+ pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: College Degree (2 years) with a background in Recreation and Management. Training in Red Cross classes: W.S.I., CPR, First Aid, lifeguarding and general pool operation; and
2. Related work experience of 3 to 5 years, or
3. Any equivalent combination of education and experience.
4. First Aid and CPR certification, Water Safety Instruction Certification (WSI), Lifeguard Certification and Lifeguard Instructor’s Certification, and Aquatic Facility Operator Certification preferred.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is exposed to noise from pools and individuals; temperature extremes and dampness with weather at the pool.

POSITION ACCOUNTABILITY:

REPORTS TO: Parks & Recreation Director.

SUPERVISION EXERCISED: Associate Manager, Assistant Managers, Attendants, Lifeguards, Swim Instructors report to Pool Manager. Supervisory responsibilities include instructing, reviewing work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending transfers/promotions of employees, recommending discipline, recommending discharge.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Common Council: 4/10/01

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