

**Job Status:** Seasonal

**Reports to:** Parks and Recreation Director

**Supervisory**

**Responsibilities:** Lifeguards, Cashiers, Assistant Pool Manager

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## **I. GENERAL FUNCTIONS**

City of Crete is looking for quality candidates for to join our Parks and Recreation Department staff in the role of Swimming Pool Manager. This position is under the direction of the Parks and Recreation Director. Must organize, implement and manage all aspects of the operation of the city swimming pool. Swimming knowledge is necessary, but most importantly, must have a positive attitude and communicate effectively with all team members and patrons.

## **II. TYPICAL DUTIES & RESPONSIBILITIES**

- Available to work weekends and evenings.
- Make announcements/weather closures
- Essential communication of incidents/accidents with Parks and Recreation Director/Safety Coordinator
- Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and other until arrival of emergency medical services.
- Supervise and instruct employees and communicate expectations to staff.
- Serve as a liaison between participating parents, patrons, and recreation staff.
- Provide a safe and quality environment to train and motivate staff.
- Provide corrective feedback that will enhance good customer service.
- Build meaningful relationships with swimmers, parents, volunteers, and staff.
- Maintain structure and discipline within a group setting, while encouraging and promoting swimmer participation in a positive manner.
- Provide support to Parks and Recreation staff for set up of home swim meets
- Operate cash handling and patron records in accordance with city financial policies and Department of Health and Human Services requirements
- Develop and administer personnel work schedules for open swim, swimming lessons, and pool parties. Facilitate employee time card keeping and training.
- Responsible for routine chemical maintenance and record keeping
- Manage open swim hours for the public to include setting up facilities and equipment, assigning guard duty rotations, responding to and documenting incidents requiring disciplinary actions, and ensuring the safety and well-being of all patrons and staff.
- Manage the swimming lesson program to include record keeping, staffing, attending lessons, and ensuring the safety and well-being of all participants.

- Effectively assist in managing all aspects of pool parties to include lifeguard scheduling.
- Ensure the presence of a manager during open hours, and ensuring the safety and well-being of all patrons and staff.
- Effectively assist in overseeing the regular maintenance of swimming pool equipment and facilities. Visually inspect facilities and equipment to ensure that everything is in good condition and working order. Store equipment properly and ensure the general cleanliness of the facility at every closing.
- Be an active participant in all working responsibilities.
- Work cooperatively with all city personnel, swimming pool staff, and patrons.
- Respond effectively to assignments from the P&R Director
- Any additional tasks and/or duties as assigned by City Administrator and/or P&R Director/Coordinator.
- Maintain a professional appearance and demeanor, including abiding to uniform requirements.

### **III. ESSENTIAL FUNCTIONS (include but are not limited to)**

- Identify unsafe environmental, equipment, and structural conditions and notify P&R staff.
- Accurately identify and interpret various alarm and equipment status signals.
- Safely perform duties on wet or dry surfaces of various textures and slope. Perform work during extended exposure to sunlight, treated water and variant temperatures.
- Safely conduct interior and exterior inspections of equipment and structure in areas of limited space, or areas to which access may entail climbing, crawling, kneeling, stooping, lying on the ground, or other physical exertion to gain access. Safely conduct such inspections in areas of extreme temperature and/or humidity, in the presence of various fumes, odors or airborne particles and in areas of variable or extreme lighting or noise.
- Safely utilize auxiliary lighting devices, tools and test equipment in areas and conditions mentioned herein.
- Safely and accurately conduct analysis of water chemistry and maintain records and reports as required by the State of Nebraska regulation.
- Safely perform equipment maintenance and repairs as necessary.
- Prepare and conduct periodic in-service training for staff in areas including but not limited to water safety, emergency response, rescues, first aid, and general operation procedures.
- Provide general supervision, evaluation, direction, and discipline for staff.
- Administer first aid to patrons and staff, as necessary.
- Maintain composure while working with emotionally disturbed, injured, or agitated persons.
- Utilize protective clothing, equipment and procedures as required by federal, state, or city regulations, or as required by insurance carriers for the City of Crete.

### **IV. DESIRED KNOWLEDGE, SKILLS, ABILITIES**

- Thorough knowledge of principles and practices of modern swimming pool management.
- Knowledge of modern pool system principles and general maintenance practices.
- Ability to perform water testing and make the necessary pool chemical adjustments.

- Knowledge of cash handling and financial transactions as they relate to the operation of the city swimming pool.
- Ability to develop and implement successful programs.
- Ability to work effectively with people of all ages and backgrounds.
- Ability to provide leadership and guidance to all pool employees
- Has experience with children and educational programs
- Ability to work and communicate effectively with people of all ages and backgrounds.
- Responsible, professional, honest, dependable, safety-conscious, effective communicator.
- Willingness to obtain lifeguard certification

## **V. MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid Driver's License
- Proficient in English.
- Must be at least 18 years of age
- Must be legally authorized to work in the U.S.
- Must pass criminal background check
- Must have or be able to obtain a Pool Operator's Certificate
- Must have or be able to obtain CPR for Professional Rescuers Certification

## **VI. DESIRED TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like and similar positions, who currently hold a valid driver's license.

## **VII. WORKING CONDITIONS & PHYSICAL EFFORT**

Involves frequent (defined as one to two thirds of the time) lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related the operation of equipment or machinery.

## **VIII. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Employee Acknowledgement of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of Swimming Pool Manager, and can perform the essential functions with or without accommodation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_