

JOB DESCRIPTION - SWIMMING POOL MANAGER

General Description: Organize, implement and manage all aspects of the operation of the city swimming pool. Report to the Parks and Recreation (P&R) Director. This is a full-time, hourly position (seasonal). Some nights and weekends are required.

Desired Qualifications: 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 or similar positions, who have completed lifeguard, Water Safety Instructor (WSI) and CPR training and who hold a current Nebraska Pool Operator's Certification.

Work Type: Medium Work Classification (as described by ADA) for the majority of duties and responsibilities and Heavy Work Classification (as described by ADA) for some of the duties and responsibilities involved in the operation of the city swimming pool.

Typical Duties and Responsibilities:

1. Manage the swimming pool's financial resources (record keeping, depositing, collecting fees, etc.)
2. Develop and administer personnel work schedules for open swim, swimming lessons, and pool parties. Oversee employee time card keeping and training.
3. Accurately regulate the pool's water system operation and chemical levels. Check chemical levels every four hours and make appropriate adjustments, make back washing decisions, monitor and adjust water temperature. Document all chemical testing and adjustments made.
4. 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.
5. Manage the swimming lesson program to include record keeping, attending all lessons, and ensuring the safety and well-being of all participants.
6. Effectively assist in managing all aspects of pool parties to include lifeguard scheduling, ensuring the presence of a manager, and ensuring the safety and well-being of all patrons.
7. 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.
8. Be an active participant in all working responsibilities.
9. Work cooperatively with all city personnel, swimming pool staff, and patrons.
10. Available to work weekends and evenings.
11. Respond effectively to assignments from the P&R Director.

Desired Knowledge, Skills, and Abilities:

1. Thorough knowledge of principles and practices of modern swimming pool management.
2. Knowledge of modern pool system principles and general maintenance practices.
3. Ability to perform water testing and make the necessary pool chemical adjustments.
4. Ability to effectively manage financial resources as they relate to the operation of the city swimming pool.
5. Ability to develop and implement successful programs.
6. Ability to work effectively with people of all ages and backgrounds.
7. Ability to provide leadership and guidance to all pool employees.

Essential Functions (Include but are not limited to):

1. Accurately identify and interpret various alarm and equipment status signals.
2. 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.
3. 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.
4. Safely utilize auxiliary lighting devices, tools and test equipment in areas and conditions mentioned herein.
5. Safely and accurately conduct analysis of water chemistry and maintain records and reports as required by the State of Nebraska regulation.
6. Safely perform equipment maintenance and repairs as necessary.
7. 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.
8. Provide general supervision, evaluation, direction, and discipline for staff.
9. Administer first aid to patrons and staff, as necessary.
10. Maintain composure while working with emotionally disturbed, injured, or agitated persons.
11. 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.

I have read and understand the essential functions of the position of Swimming Pool Manager and can perform the essential functions with or without reasonable accommodation.

Date: _____ Signature: _____