



POOL MANAGER

Department: **Recreation/Aquatics**

Class Code:

Reports to: **Utilities Supervisor**

FLSA Status:

Non-Exempt

GENERAL PURPOSE: Under general supervision, supervises staff and oversees the safety of patrons within the Aquatic Center.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises lifeguards, head lifeguards and cashiers during all programmed activities.
- Participates in the coordination and provision of in-service training and staff meetings; participates in staff evaluations; reports staff discipline problems as needed.
- Participates in the development of the staff schedule, if necessary; participates in the completion of daily check sheets.
- Monitors patron activities to ensure appropriate conduct and safety.
- Participates in teaching patrons at all class levels when needed.
- Maintains the cleanliness of the facility.
- Enforces all facility policies, rules and regulations.
- Recognizes and responds to emergencies; follows all procedures and policies.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Oversees aquatic facility programming.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

High school diploma or equivalent and two years of experience supervising staff engaged in aquatic programs or an equivalent combination of education, training and experience.

Must be 18 years of age or older.

Required Licenses or Certifications:

- First Aid/CPR certification.
- Lifeguard Training certification.
- Water Safety Instructor certification.
- Certified Pool Operator.

Required Knowledge of:

- Principles and practices of effective employee supervision.
- Principles and practices of aquatic planning and programming.
- Pool equipment.
- Laws and regulations governing aquatic programs and activities.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Provide a high level of customer service.
- Tactfully handle disciplinary situations with staff and patrons.
- Make practical applications of proper lifesaving techniques and universal health and safety precautions.
- Coach, supervise and train employees.
- Communicate effectively, both orally and in writing.
- Maintain sensitivity to professional ethics, gender, cultural diversity and disabilities.
- Assess and prioritize multiple tasks, projects and demands.
- Work evenings, weekends and holidays.

Physical Demands / Work Environment:

- Work is performed primarily in an outdoor environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Required to stand and sit for long periods. Required to swim and tread water for long periods. May be subject to extreme hot and cold temperatures for more than one hour. Vision requirements include close and far ability. Required effective hearing capacity.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____