



*Position Guide For*  
**Pool Manager**

*Position guides are intended to present the general character, level of competency, and scope of responsibility of all employees in this job class. The position description is not intended to list all job functions or reflect all duties performed within the job. The guide may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

**DEPARTMENT:** Public Works Department

**CLASSIFICATION RANGE:** \$11.00/hr. plus additional compensation

**FLSA STATUS:** Non - Exempt

**SUPERVISION:**

Supervised By: City Administrator and City Clerk

Supervises: Assistant Pool Managers, Lifeguards, Concession Staff

**STATEMENT OF PRIMARY DUTIES:**

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms & concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

**KEY RESPONSIBILITIES:**

- Prepare all work schedules for employees
- Chemical analysis and application
- Assist in hiring of lifeguards
- Ensure hourly employees work no more than 40 hours per week
- Report hours, days, & time worked for all employees under his/her direct supervision
- Have all completed timecards to the city clerk by 9 a.m. the Monday before payday
- Ensure employees under his/her direct supervision are properly trained in their duties
- Hold monthly training & safety meetings for all employees under his/her direct supervision
- Track pool attendance, balance cash drawer, & bring money to the city office for deposit
- Ensure proper operating condition of all equipment
- Handle first aid problems
- Maintain staff rotations and staff breaks
- Enforce the City of Frontenac Swimming Pool rules and regulations to staff and public
- Maintain a clean facility
- Schedule events held at the pool at times other than the regularly scheduled hours
- Check all gates and doors at closing time

Other duties as deemed necessary or as required.

**EXPERIENCE AND EDUCATION GUIDELINES** *Any combination of experience and education that would likely provide the required knowledge, skills and abilities is acceptable. A typical way to obtain the knowledge, skills and abilities would be:*

**Experience:** Must be 20 years of age. Prefer candidates with significant knowledge and experience in pool management operations. General management experience preferred. Must have Lifeguard Training Certification, CPR & First Aid Certification.

**Education:** Training equivalent to high school diploma required

**License or Certificate:** CPR, life saving, and First Aid training or the ability to obtain is preferred.

**NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to pass a pre-employment physical skills evaluation as stipulated by the supervisors.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

**TOOLS AND EQUIPMENT USED**

Life saving and pool maintenance equipment, cleaning supplies, cash management tools.

**PHYSICAL DEMANDS**

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. Must maintain good physical condition and have the ability to use lifesaving equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee is frequently required to walk, sit and talk or hear. The employee may lift and/or move individuals above their own body weight in a life saving situation. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

**WORK ENVIRONMENT**

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.

Frequent exposure to adverse weather conditions and stressful situations. Frequent bending, stooping, kneeling, squatting, and twisting. Exposure to human blood and body fluids, excessive noise, hazardous chemicals, confined areas, and heights.

Works irregular hours as necessary to accomplish the job requirements. Responds to emergencies, as required.

### **SELECTION GUIDELINES**

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



