

JOB DESCRIPTION

POOL MANAGER

GENERAL STATEMENT OF DUTIES

The pool manager coordinates the total operation of the City pool, including supervision of all personnel, administration of pool programs, public relations, and meeting State Health and Safety Standards.

DESCRIPTION OF DUTIES

1. Maintain high standards of pool safety and sanitation as established by the State of Washington Health Codes.
2. Maintain positive public relations.
3. Responsible for training, supervision, evaluation, and discipline of pool staff. Collect and submit pool policy compliance forms to the Public Works Director for forwarding to the City Clerk at the completion of the pool staff orientation session.
4. Conduct weekly staff meetings.
5. Assume the duties of lifeguard or swim instructor when necessary.
6. Maintain a consistent opening and closing schedule for the pool.
7. Maintain a current account of pool operations; revenues, daily attendance, pool chemical balance, and material needs.
8. Supervision of pool personnel; work efficiently, dress standards, and conduct in and around pool.
9. Direct operations in case of emergency.
10. Submit requisitions for office supplies, equipment, and services to Public Works Director.
11. Responsible for delivery of daily receipts to City Hall.
12. Prepare and submit reports (written and oral) to the Recreation and Arts Commission. Attend all R & A Commission meetings.
13. Perform other duties as assigned by the Public Works Director and/or Mayor.
14. Ensure consistent compliance with all applicable current federal, state and local rules and regulations governing water recreation facilities and any amendments thereto.
15. Mediate conflict resolution between staff, and the public.
16. The pool manager will evaluate the pool staff twice during the year. One written evaluation is to be completed by the last day of June. The second written evaluation is to be completed prior to the last day of pool closure. These written evaluations are to be submitted to the Public Works Director.

SUPERVISION

Works under the general direction of the Public Works Director.

MINIMUM REQUIRED QUALIFICATIONS/TRAINING

1. Must possess and maintain current Emergency Water Safety Certification.
2. Standard first aid and adult, single rescue CPR through ARC or the American Heart Association; and
3. Advanced lifesaving, advanced lifesaving review, or lifeguard training through ARC, or
4. YMCA life-guarding or crossover course through the YMCA; or
5. Lifeguard through the National Lifeguard Service, Canadian; or
6. Lifeguard through the National Pool and Waterpark Lifeguard Training Course; or
7. Basic lifeguard through advanced lifeguard training international; or
8. Other training the Washington State Department of Health determines equivalent.
9. Is literate in the English language.
10. Minimum 18 years of age.

PREFERRED QUALIFICATION

1. Two years swimming instructor experience.
2. Two years lifeguard experience.
3. Training in the mechanical operation of swimming pools.
4. Supervisory experience.
5. Knowledge of current state and local laws governing water recreation facilities.
6. Ability to communicate in the Spanish language.

CONDITIONS OF EMPLOYMENT

1. All conditions of employment will be in accordance with current and applicable City of Quincy policies and procedures.
2. All employees under eighteen years of age must have a copy of their current and valid work permit on file at City Hall.
3. Copies of current certifications will be on file both at the pool and at City Hall.

ACKNOWLEDGMENT

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or nonessential functions, tasks, duties, or responsibilities not listed herein. Management reserves the right to add, modify, or exclude any essential or nonessential requirement(s) at any time with or without notice. Nothing in this job description, nor by the completions of any requirement of the job by the employee, is intended to create a contract of employment of any type. Employment is “AT-WILL” and may be terminated at any time by the employee or employer with or without cause or notice.

Employee Signature

Date