

Village of Big Springs Pool Manager Job Description

Class Title: Pool Manager

Age Requirement: Minimum – 19 years / Maximum - none

General Purpose: Performs administrative, supervisory and professional work in the operation and maintenance of the swimming pool and in the coordination of various aquatics programs.

Supervision Received:

Work under the general supervision of the Village Parks and Pool commissioner.

Supervision Exercised:

Supervises lifeguards, instructors and volunteers as assigned.

Required Qualifications:

- High School diplomas
- Knowledge of recreation philosophy, planning and administration
- Knowledge of the equipment, facilities, operations and techniques used in a comprehensive community pool program
- Skilled in use of tools and equipment necessary for operation of swimming pool
- Ability to develop, coordinate and direct varied activities involved in a community pool program
- Ability to establish and maintain effective working relationships with employees, instructors, community leaders and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to plan and supervise the work of staff and volunteers.

Special Requirements:

- Valid state driver's license or ability to obtain one prior to employment.
- Employee must hold or within one year of date of hire, must obtain the following:
 - First Aid certification
 - CPR certification
 - Advanced lifesaving
 - Water Safety Instructor certification
 - State of Nebraska Pool Operator certification
- Drug testing will be done prior to employment; with random drug testing done during season or if deemed necessary.
- Background checks will be required on any new adult employees.

Essential Duties and Responsibilities:

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides professional advice to supervisors; makes presentation to supervisors, boards, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Determines work procedures, prepares work schedules and expedites workflow, studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instruction; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Prepares a variety of studies, reports and related information for decision-making purposes. Prepares attendance, accident and routine accounting reports.
- Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies for activities, conducting classes, selling tickets, collecting fees, review of time sheets, making arrangements for rental and use of pool, helps to set up for classes, events, etc.
- Prepares for publication a variety of brochures, calendars, letters, posters, new releases, flyers, and related communications regarding pool programs.
- Coordinated schedules and maintains related records and statistics for programs and personnel at the swimming pool.
- Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

Peripheral Duties:

Works as a lifeguard as needed if lifeguard certificated.

Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is frequently required to swim walk, sit, talk or hear. The employee is occasionally 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.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described herein 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 duties.

While performing the duties of the job, the employee works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and occasionally to toxic or caustic chemicals.

The noise level in the office is usually quiet and moderately loud in the pool area.

Selection Guidelines:

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

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

