

SWIMMING POOL MANAGER

City of Sedgwick, Kansas

Public Works – Swimming Pool

Position Summary

Under the supervision of the City Administrator, this is a salaried exempt, seasonal position under the Federal Labor Standards Act. This position has administrative duties. This position requires a working knowledge of swimming pool water treatment requirements and must be able to recognize when treatment and/or cleaning needs arise. This employee should possess strong organizational, supervisory, and public relations skills. Applicants must be at least 18 years of age, have a current American Red Cross CPR-PR, First Aid, and LGT or equivalent certifications or be able to obtain one prior to the start of the season.

Essential Functions

1. Supervise the general clean-up of the pool area in preparation for opening.
2. Responsible for purchasing/ordering of concession supplies and consumable pool supplies.
3. Initiate and complete the hiring process of required personnel related to pool operations.
4. Prepare schedules and price lists as related to pool operations.
5. Administrate and develop specific pool policy related to rules, regulations, penalties, enforcement, and emergency plans.
6. Maintain departmental expenses within budgeted guidelines.
7. Perform and supervise routine duties as required during the daily operation of the pool;
 - * Maintain adequate supplies and inventory of chemicals
 - * Supervise the opening and closing of the pool area
 - * Ensure pool is kept clean, and proper levels of chemicals are maintained for a safe environment
8. Responsible for scheduling of required number of lifeguards, special events, parties, etc.
9. Responsible for the proper handling of monies received, accounting of monies received; including bank deposits, ledger sheets, and admission records.
10. Supervise the closing procedures at the end of the season to include: closing all money boxes, reconciling deposits, removal of pool related equipment, general clean-up of the pool area office and bath house.
11. Attend regular council meetings as requested, and prepare a Manager's Report for end of the season to include suggested capital expenditures for future pool seasons.
12. Follows established City policies and procedures for payroll and personnel.
13. Develops and enforces department safety procedures and practices.

Marginal Functions

1. Performs other duties as deemed necessary or assigned.

Swimming Pool Manager Position Requirements

Experience: One to three years in pool operation is preferred. Employee will be required to supervise lifeguard duties, cleaning and vacuuming the pool as required, cleaning and disinfecting restrooms as required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one month of employment.

Education: This position requires a high school diploma or GED. A good understanding of the chemical requirements, cleanliness, and daily operation of pool and facilities is required. This employee must possess a CPR, Life guarding, and WSI Certificate.

Technical Skills: A working knowledge of swimming pool water treatment requirements. Employee should be able to recognize when cleaning and/or treatment needs arise. The ability to perform CPR and life saving techniques, and the ability to remain calm during a crisis is required. Some financial or accounting skills are required to account for monies received.

Problem Solving: Problem solving is a factor in this position. This employee encounters problems with scheduling of lifeguards, citizen complaints and other control problems with adults and children using the pool.

Decision Making: Decision making is a factor in this position. This employee must be capable to make instant decisions concerning life safety issues, and must also be able to analyze and deal with other problems as they arise.

Supervision: This employee works under the frequent supervision of the Public Works Superintendent.

Financial Accountability: This position requires that the employee be trustworthy, as they handle monies and resources from passes, tickets, and concessions on a daily basis. This employee does not participate in the annual budget process; but makes recommendations for future capital expenditures.

Personal Relations: Daily contact with the general public, city employees and supervisory personnel is expected. Employee must be able to handle and deal with situations as they arise in a timely and courteous manner.

Working Conditions: Some adverse working conditions exist within this position. Exposure to human blood and body fluids and hazardous chemicals is expected. This position requires daily contact with the general public, and must deal with complaints or infractions as they arise.

Physical Requirements: Limited physical activity is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

THIS JOB DESCRIPTION LAST UPDATED IN January, 2023.