

TOWN OF COLUMBUS
POSITION DESCRIPTION

POSITION: Pool Manager

CLASSIFICATION: Seasonal

DEPARTMENT: Public Works

SUMMARY OF WORK: Performs administrative, supervisory and professional work in the operation and maintenance of the swimming pool and in coordinating various aquatics programs.

SUPERVISION RECEIVED: Works under the direction of the City Treasurer.

SUPERVISION EXERCISED: Supervision of pool personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position requires the ability to communicate orally and in writing, supervise, maintain accurate records and read and understand swimming pool standards and regulations.

Reviews citizen complaints and coordinates action.

Prepares time schedule for open swimming, swimming lessons and weekly work schedule of pool personnel.

Works with City Treasurer to review job applications for pool personnel positions, interviews job applicants if needed and schedules required training of pool personnel.

Works with City Treasurer to update pool policies, rules and regulations and assures that rules and regulations are enforced and that policies are followed.

Maintains a daily log of attendance and fees collected, swimming lesson records and history (including levels achieved by lesson takers), pool personnel records, water balance, maintenance activities, disciplinary actions to patrons or pool personnel and chemicals added to pool.

Delivers fees collected to Town Hall and maintains records as required by the Town clerk.

Assures that dressing rooms, lifeguard area, mechanical room, swimming pool and pool area are maintained in a safe and sanitary condition.

Assures that proper operation of the filter system, heating system and sanitation system is maintained.

Assures that the proper chemical balance of the swimming pool water is maintained.

Assures that full attention of all lifeguards is directed toward protecting swimmers and patrons.

Assures that the proper number of lifeguards are on duty during open swimming and while conducting lessons.

Attends all swimming lesson sessions to assure proper training is provided.

Maintains a positive relationship with the Public and Pool Personnel and assures that pool personnel also maintain a positive relationship with the public.

Works with the public and pool personnel in dealing with complaints.

Oversees the safety of pool personnel by instructing them in the proper safety procedures.

Assures that State of Montana pool rules and regulations are being followed and maintains required records.

Performs other assigned duties.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- 1) Graduation from High School or GED equivalent
- 2) Experience with public relations.
- 3) Experience in a supervisory position or leadership role.
- 4) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- 1) Knowledge in record keeping, knowledge of swimming instruction and pool operations; knowledge of cleaning and maintenance.
- 2) Skills in supervision; public relations; working with children; record keeping; organizational and communication skills.
- 3) This position requires the ability to; supervise employees, establish effective working relationships with fellow employees, supervisors and the public, be decisive in emergency situations, communicate effectively orally and in writing, follow verbal and written instructions.

SPECIAL REQUIREMENTS

First Aid and CPR Certification

Must have or obtain a Certified Pool Operators (CPO) License

TOOLS AND EQUIPMENT USED

This position should know the operation and use of tools and equipment including but not limited to; mobile radios, cell phones, phones, personal computers, copy and fax machines, pool testing equipment, various hand tools, personal protective equipment (PPE), lifesaving equipment, cleaning tools and equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties 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 regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk on level or uneven ground; sit; climb or balance; stoop, kneel, crouch, crawl and smell.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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

The noise level in the work environment is moderately loud in field settings and moderately quiet in office settings.

SELECTION GUIDELINES

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

The duties and functions 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.

JOB PERFORMANCE STANDARDS

Evaluation of this position will be based primarily upon performance of the essential duties and requirements listed within this job description.