

Position: Certified Pool Operator Manager

Department: Facilities and Grounds

Supervisor: Maintenance Technician Leader

Supervises: Lifeguards

FLSA Status: Non-Exempt

### Position Summary:

The Pool Manager supervises the entire pool staff, facilitating meetings and assigning workload. Under supervision of the Maintenance Technician Leader. Assist with prepping the pool for the opening of the season and the close of the season is the responsibility of the Pool Manager. Responsible for all fee collection, recording receipts and making end-of-day deposits. The Manager also keeps track of daily customer attendance.

### Duties and Responsibility:

Supervises lifeguards to ensure the safety of patrons of the swimming pool by preventing and responding to emergencies.

Must schedule lifeguards work times, as well as take down and keep accurate records of pool parties.

Must keep adequate records of pool treatment and daily attendance and insure daily deposits are made

Must make sure chlorine and pH readings are accurate

Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.

Provides emergency care and treatment as required until the arrival of emergency medical services.

Presents professional appearance and attitude at all times, and maintains a high standard of customer service.

Performs various maintenance duties as directed to maintain a clean and safe facility.

Prepares and maintains appropriate activity reports.

Performs other duties as assigned.

**Job Requirements:**

One year experience directly related to the duties and responsibilities specified.

Current certification as lifeguard by a recognized source of training.

CPR and First Aid Certified.

Certified Pool Operator license

Good record keeping skills, good communication skills and supervisory skills.

**Knowledge, Skills and Abilities Required:**

Must work with a diverse group of people, providing excellent customer service and setting the example for the lifeguards. The Pool Manager and lifeguards will have to work mainly outdoors. Manager is exposed to outdoor weather conditions and the wet atmosphere of the water. Being physically agile to handle duties is very important for this person. Must be able to walk, stand, reach and operate pool equipment and tools. Climbing, stooping and kneeling are also a part of the work environment. Ability to pass a pre-employment physical skills evaluation as stipulated by the department. 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.

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Employee's Signature	Date
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Supervisor's Signature	Date
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