

Swimming Pool Manager

Department: Swimming Pool

Pay Range for this position is: \$18-\$22

Reports to: The Public Service Director and/or a higher-level management/supervisory position

Position Summary:

Responsibilities include, but are not limited to, enforcing policies and procedures which ensure effective operations of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling of staff, public relations, janitorial duties, pool maintenance (including daily chemical analysis/testing, pool cleaning, filter backwashing), cleaning of bathrooms and concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working management position requiring weekends and holidays.

Education & Experience:

Candidates with significant experience and knowledge in pool management operations preferred. Training equivalent to high school diploma required. General management experience preferred. Lifeguard Training Certification and Certified Pool Operator Certification preferred or be able to obtain upon hiring. Serve Safe, CPR & First Aid Certification and knowledge of Pertinent Federal, State and Local laws, codes and regulations.

Skills:

This employee must have the ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions; and be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and also have excellent organization skills, public relations, and oral & written communication skills. This employee must be able to count money and change correctly. This worker will be trained to operate equipment properly.

Problem Solving:

This employee encounters problems, questions and concerns from the general public and customers who may be dissatisfied with the policies and procedures.

Decision Making:

This employee makes decisions concerning employee scheduling, supplies needed, discipline of staff and customers according to the policy, prioritizing daily work assignments, and performing daily duties in an effective manner.

Accountability:

This employee is responsible for limited budgetary control of the department. (The employee does not participate in the monthly or annual budget process.)

Supervision:

The Public Service Director and/or a higher-level management/supervisory position provides supervision and review of job-related decisions. All pool related employee and maintenance

problems are reported to the Public Service Director and the Water Superintendent.

Public Relations:

This employee will have daily contact with the public, co-workers, and the Water Department employees. Can also expect contact with other department employees as well.

Working Conditions:

Manual labor is required. Extreme weather conditions and working closely with chemicals are a factor in this position.

Physical Requirements:

Physical exertions include the ability to manually move, lift, carry or push heavy objects. Also includes climbing in and out of the swimming pool and up & down ladders. Employee should have the ability to express or exchange by means of verbal and written communications & convey detailed or important instructions to other employees and the general public.

Examples of Work (Essential Functions):

- Prepares all work schedules for employees making sure a manager or assistant manager is "on duty" at all times the pool is open
- Chemical analysis and application
- Insure hourly employees work no more than (40) hours per week
- Completion of Payroll
- Hold safety meetings for all employees
- Track pool attendance; balancing of cash drawer; accurately complete deposit slips and make nightly bank drops
- Insure proper operating conditions of all equipment and report any maintenance problems to the Water Superintendent
- Handle & document first aid problems
- Maintain lifeguard rotations and breaks
- Maintain discipline and supervise all staff by enforcing staff policies and rules
- Enforce City Pool Policies to the public
- Maintain positive public relations
- Document & record all disciplinary problems and accidents to The Public Service Director and/or a higher-level management/supervisory position in a neat and concise manner.
- Maintain a clean facility by delegating duties to the staff; including, but not limited to, bathrooms, trash collection (inside and outside the facility), and vacuuming of the pool twice a week or more, as needed.
- Set a positive example for the staff to follow
- Inform the Water Superintendent of any scheduled or non-scheduled Health Dept. visits
- Schedule pool events at times other than regularly scheduled hours
- Check and lock all gates at closing time
- Attend meeting(s), if requested to do so
- Other duties as deemed necessary or required

To Apply

Send cover letter and resume to hr@newcarlisleohio.gov

Position Open Until Filled- First Review of applications will be March 17, 2025