

# CITY OF CHENEY

## POSITION DESCRIPTION

Class Title: Pool Manager

Department: Parks & Pool

Salary Schedule: Salary, Non-Exempt, Seasonal

Salary: Grade 8

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### **POSITION SUMMARY:**

This position performs overall administrative duties for the swimming pool. The pool manager is responsible for all maintenance, cleaning, personnel scheduling, record keeping and bookkeeping for the Municipal Pool including concessions.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the City Administrator.

### **SUPERVISION EXERCISED**

Exercises supervision over all swimming pool staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, directs and organizes all activities of the pool.

Supervises daily cleaning of facility and maintenance of equipment.

Responsible for supervision and assistance to lifeguards and pool staff. Assigns duties and examines work for exactness, neatness and conformance with policies and procedures.

Completes required reports and records including incidents, accidents, theft, vandalism, payroll, daily attendance and daily logs.

Assists with pre-season and post-season preparations and cleanup.

Assign and schedule staff for cleaning, pool parties, swimming lessons and all other operations or special events.

Responsible for overseeing concession financial reporting, sales, inventory and orders.

Issues written and oral instructions.

Serves as the Safety Officer for the pool.

Fields questions, concerns, and complaints related to pool operations.

Communicates official plans, policies and procedures to staff, public and administration.

Monitors pool water chemistry through water testing as well as water levels.

Resolves personnel grievances and issues.

Directs the patrolling of the pool, facilities, building and associated grounds in the enforcement of safety rules and regulations.

Hires, supervises, evaluates, disciplines and instructs subordinate personnel.

### **PERIPHERAL DUTIES**

May work as a lifeguard as needed or required.

Performs minor maintenance on equipment or notifies maintenance personnel of emergencies and equipment failures.

Prepares emergency procedures as well as conducts training and drills as required.

Performs a variety of miscellaneous duties such as answering the phone, running errands, picking up supplies, conducting classes, selling tickets, collecting fees, making arrangements for rental and pool use, helping set up for classes, events, etc.

Delivers monies to the designated City staff person.

Notifies City staff as to rainy day closings.

Performs other duties as deemed necessary or assigned.

### **DESIRED EDUCATION/EXPERIENCE:**

Must be 18 years of age.

High School diploma or GED.

Ability to communicate effectively both verbally and in writing.

Works well with others and the public.

Minimum two seasons of pool experience.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

Able to supervise, instruct, assign, and evaluate subordinate personnel.

Must possess knowledge of pool equipment, facilities, operations and techniques used in the operation of swimming pools.

Must possess an ability to develop, coordinate and direct varied activities involved in the swimming program.

Able to establish and maintain effective working relationships with employees, participants, community leaders, administrator and general public.

## **LICENSES REQUIRED**

Must possess a valid Kansas driver's license.

Current CPR and First Aid cards required.

Current Basic Life guarding certificate preferred.

## **PHYSICAL DEMANDS**

Occasionally, the employee is required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms.

While performing the duties of this position, the employee is frequently required to sit, stand, walk, run, push, pull, carry, see, hear, balance, bend, speak, crawl, use hands, climb, kneel and other similar types of functions.

The employee may occasionally be required to lift and/or 50 pounds and frequently lift 25 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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 functions of this job. Most work will be performed outdoors in various types of conditions.

The job is performed primarily during the daytime hours but must be available for special situations and times.

The employee will be exposed to wet, hot, humid, windy and sunny conditions regularly.

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.

I have read this position description and understand its contents.

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Employee Signature

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Date

*Revised 2-14-2013-3-12-2020*