



## City Administrator & Staff Update

2024.01.12

- **Budget Calendar:** Attached is the current version of the budget calendar and our upcoming meeting schedule.
- **Wellmark:** We received a 4% (versus estimated 6% increase) for Wellmark BCBS.
- **Apprenticeship Grant:** I am working to apply for the registered apprenticeship grant that provides up to \$25,000 to support the program.
- **Stormwater:** I have spoken to Burlington, and I am hopeful that we will be able to submit our stormwater IDNR project for FEMA funding in lieu of the nonprofit effort that they were requested to apply for by Ducks Unlimited.
- **SERF**
- **Comp Plan and Zoning:** We had our initial kickoff meeting with Bolton & Menk and will be working to pull information together. Attached is the PowerPoint from that discussion.
- **Community Development:** With the new iWorQ system, we will be able to have nuisances and permits on the city's website so that anyone can see the status of a nuisance or
  - <https://westburlington23.portal.iworq.net/portalhome/westburlington23>
- **City Hall:** We will be closing at noon today and have posted to social media, website and on the doors.

### IT (Newberry)

- **Social Media:** We have signed up to utilize Buffer for social media management and scheduling across all channels.

### Police/Fire (Logan)

- Tagged the vehicles that had not moved since the storm, will be towing them tomorrow. Had less than a dozen cars in total.
- I'm off on Friday, so I will make sure day shift knows what is going on Friday with the next storm.
- Meeting at the Sheriff's Department tonight discussing budget for DESCOM. Also still working on the radio quotes and timeline.
- Med for the fire department has been having some battery issues, so we are replacing it now.

### Building (Crooks)

Here are my Wednesday updates.

1. Completed the sprinkler plan review for Layne Street 12-plex.

2. Completed inspection report for The Broadway.
3. Followed up on outstanding nuisance violations. Five of the six from last week have called or complied.
4. Code review for Christian Church BOA request and have sent a letter to the church.
5. Interacted with an owner and completed a code review for a fence project on Leffler St.
6. Reached out to Knox Company regarding updating authorized users.
7. Started work to update building and fire code.
8. Reached out to Brycer regarding The Compliance Engine software. I am looking to contract with them to collect third party inspection reports for required fire protections systems.
  - a. This software is a third-party data collection system for various required fire protection systems. City building & fire codes require these systems and require them to be inspected and maintained, but the city has no way to verify to enforce that. This software works with the property owner's inspection contractors to upload their inspection reports directly into the system. The system then works with the property owners regarding inspection dates & notifies them with deficiencies in their systems.
  - b. This software is free to municipalities. There is a section in the current fire code that allows the city to collect third party inspection reports. This system compliments the city's inspection department without adding any cost to the city.
  - c. This software is used across the country by cities large (Chicago & Los Angles) and small. I used this software in Burlington, and it was a time saver for me. I was able to verify that required inspections were being done as well as any deficiencies repaired. This data can be used during an ISO evaluation for insurance ratings.

### **City Clerk (Fry)**

#### **POOL**

At the last meeting, Council asked how many coupon books and pool parties we sold last season.

Katie's report showed the following:

- 47 Coupon Books
- 15 Private Pool Parties
- 33 Gazebo Rentals
- 28 Swim Lessons

#### **Pool Manager**

I spoke with Raine, and she has been offered an internship position in Iowa City and will not be able to return this summer as manager. She was willing to do what she could to help get this started for the season. We need to hire a new manager or possibly see if the Y is willing to do it again. Attached are the job descriptions for each pool position.

## **Concessions**

I have a contact for a lady who teaches the Food Handler Certification locally. I think she might be willing to come in and evaluate our concession area and do a certification class (for a fee). We paid for Raine and Olivia to take the class last year.

## **POS System**

I would like to upgrade from the free POS system that we have been using from Square and pay for a subscription that will allow us to do a little more and hopefully get better reports. The paid version would also include an employee timeclock option and possibly allow for better tracking of employee purchases. Tara was looking into the timeclock portion of the software a little more.

## **Swim Lessons**

Amari Baily, who worked at the pool the last couple of years and ran swim lessons last year, has completed her certification that would allow her to certify lifeguards. That should help with hiring if we can get kids interested.

## **Additional:**

Guide for Municipal Leaders regarding community cats.

<https://humanepro.org/page/managing-community-cats-guide-municipal-leaders>

Might be time to consider registering dogs and cats, so we have revenue that could be used for a spay & neuter program.

## **Finance (Moore)**

- Budget!

## **Public Works (Brissey)**

- Water lab
- Sewer lab
- Lift station rounds.
- Parks and Broadway trash and recycling
- Pool maintenance
- Locates
- Sign maintenance
- Service trucks and squads
- Hauling brush and leaves
- Leaf bags pick up.
- Backhoe and dump truck training for new higher
- Working on storm water plan.
- Working on picnic tables.
- ***Snow removal!!!***

# THE CITY OF WEST BURLINGTON

## Comprehensive Plan and Zoning Code Update

January 10, 2024



Real People. Real Solutions.

# Today's Topics

- Introductions
- Communication expectations
- Schedule overview
- Stakeholder and Public Engagement
- Previous studies, plans, reports and data
- 3-Month Look Ahead

# Who We Are | Team and Their Roles



CITY OF WEST BURLINGTON  
OFFICIALS, STAFF, RESIDENTS

CITY OF WEST BURLINGTON GREGG MANDSAGER,  
CITY ADMINISTRATOR

**Jim Harbaugh, PLA, ASLA:** Client Service Manager

**Ed Salem, PhD:** Project Manager

**Allee Wengert:** Public Engagement Lead

**Adrian Holmes** Principal Engineer

**Ryan Anderson:** Senior Landscape Architect

**Frannie Nielsen:** Urban Planner

**Trey Rouse:** Urban Planner

**Kendell Hillis:** GIS Specialist



Real People. Real Solutions.



# Communication Expectations

- Regular monthly virtual check-ins with city staff
  - Provide project updates
  - Review tasks and work product
  - Seek feedback on drafts
  - Coordinate public communications and engagement, meetings
- Branding
  - Which logos to use, when?
  - Templates for presentations, agendas, reports, other documents?
  - Font standards or style guide
- Photos of the city

# Communication Expectations

- Internal Communications
  - Review of draft documents and approvals
  - Roles and expectations
- External Communications
  - Who sends out newsletters
  - Who posts social media
  - Who should public comments be directed to
  - Does the city have an email address for public comments

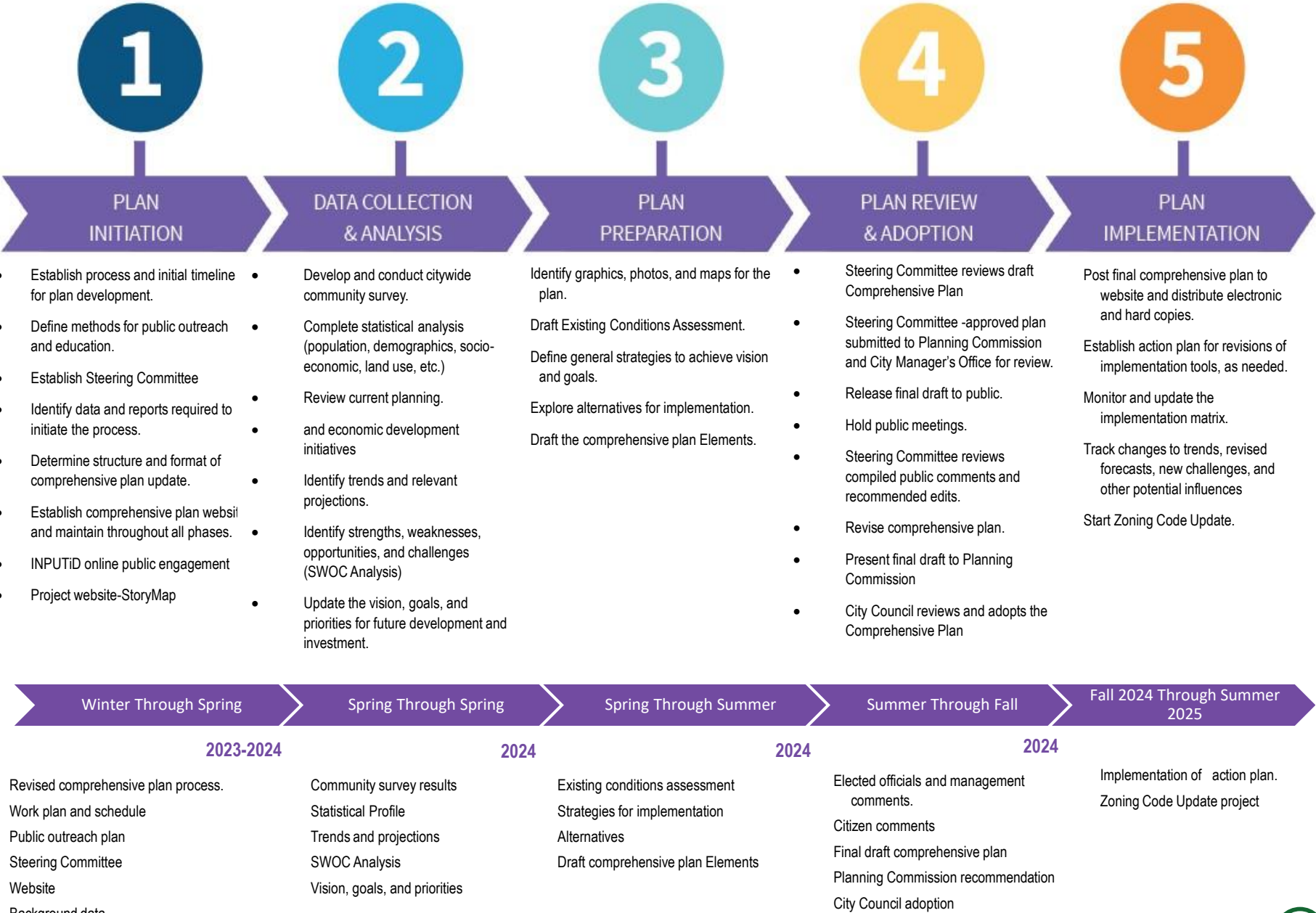


# Schedule Overview

Frequency	Task	Roles and Goals	Attendees	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
1 Meeting	Project Internal Kick off	Contract Signed/ Project start	Project Team	Internal Kick-Off															
	<b>Task One: Project Initiation &amp; Project Management</b>			Project updates as needed provided in web-ready format for use on the City's website throughout															
1 Meeting	Project Kick off Meeting	Project Strategy, Coordination, and Direction Discuss status and deliverables Manage scope, budget, and schedule Meet city staff stakeholders and introduce BMI team	City Staff and BMI		Client Kick-off		On Going		On Going		On Going		On Going		On Going				
Monthly phone call or as needed	City staff coordination meetings	Provide project updates Review Key issues and opportunities	City Staff and BMI																
Kick off meeting	<b>Story Map</b>	Create template and populate it on a regular basis	City Staff and BMI																
Regularly scheduled Planning Commission meetings (BMI Staff 1)	Steering Committee Workshop # 1	Share purpose of the project Provide background information Gather input on issues, needs, and opportunity Provide recommendations on community goals, policies, and strategic land use direction	City Staff Elected and appointed officials Community volunteers BMI		1														
	Information gathering/review																		
	Community Visit #1																		
2 Roundtables	Meet with key stakeholders	Listen and understand Educate with information and insight Identify issues and concerns Understand upcoming projects, visions and opportunities	Business community Housing developers and representatives Economic Development Services BMI																
	Draft Online Community Survey																		
	Conduct document review and existing data and demographic analysis, inventory physical conditions																		
	<b>Task Two: Data Collection &amp; Public Participation</b>			Final public engagement plan summary document															
1 meeting	Public Engagement Plan Image and Visioning workshop # 2	Listen and understand Identify issues and concerns Develop ideas for image and branding	City Staff Elected and appointed officials Community volunteers BMI							2									
	Steering Committee Coordination - 3 (2 in Person, 1 Virtual)				1					2 Virtual			3						
1 Meeting at draft	Open House Meetings -1	Share the purpose of the project with the public and stakeholders Gather input on issues, needs, and opportunities Solicit input on concepts	Public Stakeholders BMI																
	<b>Online Presence and Tools (InputID™)</b>																		
	<b>Task Three: Data Analysis &amp; Plan Elements</b>			The team will include an evaluation of other pertinent community documents that correlate with each plan element and will incorporate or															
	Existing Conditions and Trends																		
	Community Survey Draft analysis																		
	Draft Infrastructure / transportation / utility review / Plan element																		
	Plan framework development Housing, economic development, natural resource, land use, community character/Plan elements																		
1 meeting	Steering Committee Workshop # 3	Share the final draft with steering committee for reviews and comments try to make this workshop the same day of the Open house event	Steering Committee City Staff BMI										3						
	<b>Task 4: Implementation Strategy</b>			Implementation matrix that identifies the actions steps necessary, and a timeline and priority for each. This will include:															
1 pop up meeting	Pop up Meeting	Listen and understand Identify issues and concerns Educate with information and insight Identify issues and concerns Gather input	Public at community event city staff and officials																
	Zoning Code Update Start																		
	<b>Task 5: Final Plan</b>			Comprehensive Plan - Bolton & Menk, Inc. will provide up to 10 hard copies and a digital copy of the text in MS Word format.															
At the completion of draft 2 meeting (1 each)	City Planning Commission public hearing	Public Hearing to review draft Comprehensive plan Make recommendations / decisions and approve the plan	City Council Planning Commission																
	City Council public hearing																		



# Process Overview



# Public Engagement Approach

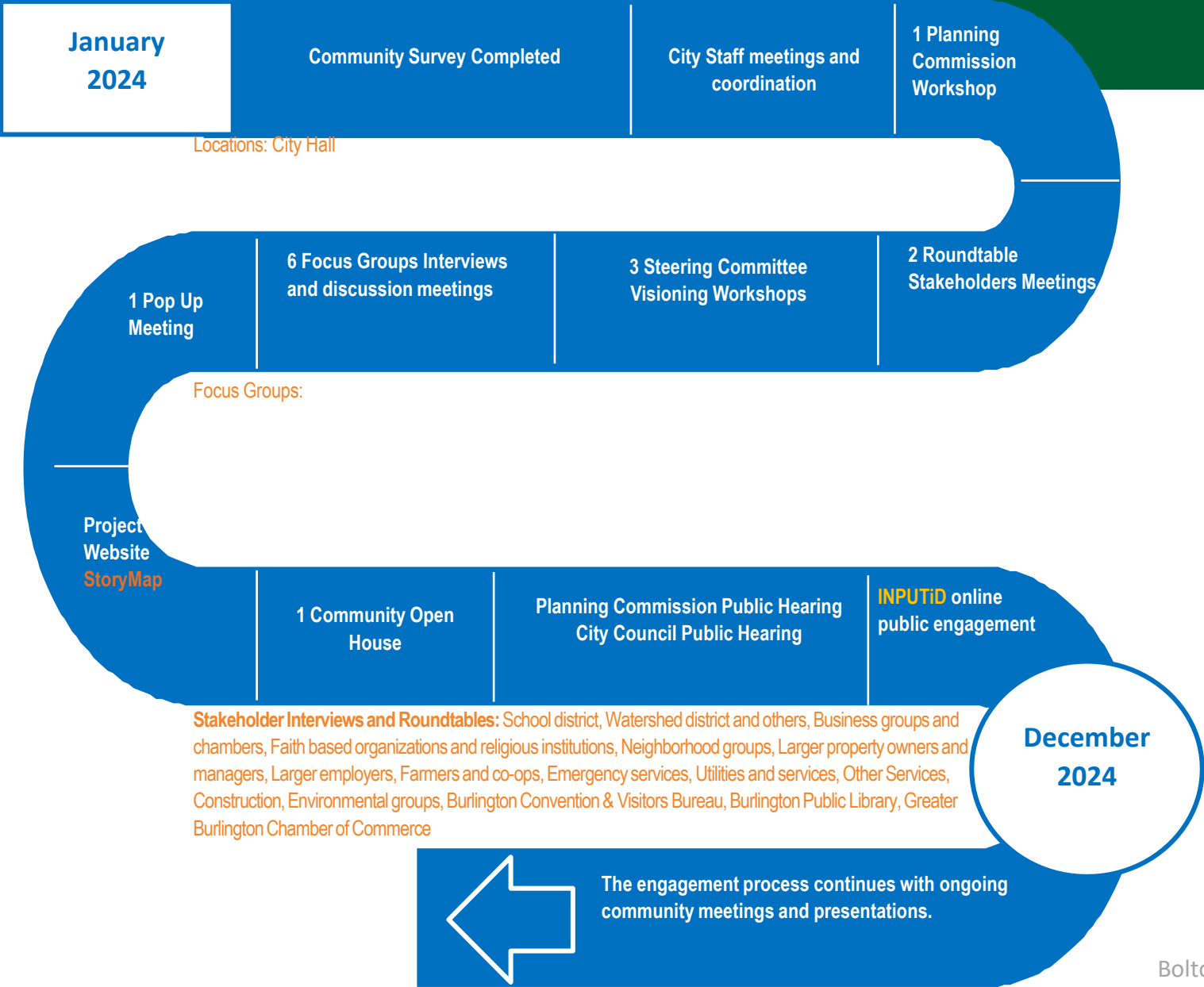
- **Phase 1:** Winter 2024 - Educate the public on the planning process and gather input to identify issues and opportunities
- **Phase 2:** Summer 2024 - Present draft plan and ordinance that were developed using what we heard during phase 1, and seek public and stakeholder feedback
- **Phase 3:** Fall/Winter 2024 – Hold public open house and public hearing prior to City Council approving the new comprehensive land use plan, and updated zoning code



# Engagement Strategies

- Public Engagement Plan (PEP)
- Project Website **Story Map** for online engagement
- INPUTiD<sup>TM</sup> online public Comments and engagement
- Bolton & Menk Interactive online Survey
- Focus Groups virtual Interviews (up to 6)
- Updates to Steering Committee (3 workshops)(2 in-person & 1 virtual)
- Open House (1)
- Public Hearing Planning Commission
- Public Hearing City Council

# Engagement Strategies



# Key Messages

- Process will identify and address current issues and emerging trends
- What does the city see as the purpose of updating the land use plan and zoning code?
- What are the goals and desired outcomes?
- What topics are areas would you like us to focus on

# Reports, Plans, Studies and Data?

- Are there other plans, studies or documents we should have?
  - Transportation
  - Housing
  - Watershed district or WMO plans
  - Other?
- Who can we work with to get GIS data?
  - City land use and zoning
- Other?

# 3-Month Look Ahead

## January

- **Task 1:** Project management
  - Kick-off
- **Task 2:** Develop communications
  - Public Engagement Plan
  - Website SotryMap
  - INPUTiD online public engagement
  - Online Survey
- **Task 3:** Start reviewing existing plans and compiling existing conditions

## February

- **Task 1:** Check in
- **Task 2:** Engage community
  - Website SotryMap
  - INPUTiD online public engagement
  - Online Survey
- **Task 3:** Continue existing condition analysis
- Local agency coordination

## March

- **Task 1:** Check in
- **Task 2:** Community Engagement
  - Website SotryMap
  - INPUTiD online public engagement
  - Online Survey
  - Analyze public comments
- **Task 3:** Prepare existing conditions and trends report



## FY 24-25 BUDGET CALENDAR

REGULAR COUNCIL MEETING	6 BUDGET WORK SESSIONS (BWS) & 2 SPECIAL MEETING	STAFF ONLY DATE	ACTION	
		DEC 1	<b>STAFF'S BUDGET REQUESTS TURNED IN</b>	
		DEC 2- JAN 23	<ul style="list-style-type: none"> <li><b>BUDGET REVIEW/PREPARE PRESENTATION FOR 1<sup>ST</sup> BWS</b></li> </ul>	
	JAN 31		<ul style="list-style-type: none"> <li><b>BWS#1</b> (PRESENTATION TO COUNCIL)</li> </ul>	
FEB 7			<ul style="list-style-type: none"> <li><b>BWS #2</b> &amp; REGULAR COUNCIL MEETING</li> <li>OPTION#1 - SET PH ON PROPOSED TAX LEVY FOR APR 3 (SPECIAL COUNCIL MEETING AT 5:30 P.M.)</li> </ul>	
	FEB 14		<ul style="list-style-type: none"> <li><b>BWS #3</b></li> </ul>	
FEB 21			<ul style="list-style-type: none"> <li><b>BWS #4</b> &amp; REGULAR COUNCIL MEETING</li> <li>OPTION #2 - LAST POSSIBLE DATE TO SET PH ON PROPOSED TAX LEVY FOR SPECIAL COUNCIL MEETING ON APR 3</li> </ul>	
	FEB 28		<ul style="list-style-type: none"> <li><b>BWS #5</b> (NEED TO HAVE PROPOSED TAX LEVY DECIDED TO SEND TO DEPT. OF MANAGEMENT (DOM) WILL SEND THIS TO COUNTY AUDITOR TO BE INCLUDED IN TRUTH-IN-TAXATION NOTIFICATION MAILED TO PROPERTY OWNERS)</li> </ul>	
		MAR 5	<ul style="list-style-type: none"> <li>SEND PROPOSED TAX LEVY TO DOM ALONG WITH PH DATE (APR 3 SPECIAL COUNCIL MEETING AT 5:30 P.M.)</li> </ul>	
MAR 6			<ul style="list-style-type: none"> <li>REGULAR COUNCIL</li> </ul>	
		MAR 18	<ul style="list-style-type: none"> <li>SEND PH NOTICE FOR PROPOSED TAX LEVY TO DMC NEWS TO BE PUBLISHED MAR 22 (13 DAYS PRIOR)</li> </ul>	
MAR 20			<ul style="list-style-type: none"> <li>REGULAR COUNCIL MEETING</li> <li>TRUTH-IN-TAXATION NOTICE MAILED TO PROPERTY OWNERS BY COUNTY AUDITOR</li> </ul>	
	<b>APR 3</b>		<ul style="list-style-type: none"> <li>SPECIAL COUNCIL MEETING AT 5:30 P.M. TO HOLD A PUBLIC HEARING ON PROPOSED TAX LEVY RATE (No other business can be conducted at this meeting)</li> </ul>	
APR 3			<ul style="list-style-type: none"> <li>REGULAR COUNCIL MEETING</li> <li>SET PH DATE OF APR 24 (SPECIAL COUNCIL MEETING) ON PROPOSED BUDGET FOR FY24-25</li> </ul>	
		APR 8	<ul style="list-style-type: none"> <li>SEND PH NOTICE ON PROPOSED BUDGET TO DMC NEWS TO BE PUBLISHED APR 12 (12 DAYS PRIOR TO HEARING)</li> </ul>	
APR 17			<ul style="list-style-type: none"> <li>REGULAR COUNCIL MEETING (<i>COULD CANCEL THIS REGULAR MEETING AND MOVE EVERYTHING TO THE APR 24<sup>TH</sup></i>)</li> </ul>	
	<b>APR 24</b>		<ul style="list-style-type: none"> <li>SPECIAL COUNCIL MEETING</li> <li>HOLD PUBLIC HEARING ON PROPOSED BUDGET FOR FY24-25</li> <li>APPROVE RESOLUTION ADOPTING THE BUDGET AND SETTING THE LEVY RATE FOR FY24-25</li> </ul>	
		APR 30	<ul style="list-style-type: none"> <li>LAST DAY TO SUBMIT BUDGET TO THE DOM AND AUDITOR</li> </ul>	



## **JOB DESCRIPTION**

### **ADMISSION/CONCESSION**

### **STAFF**

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**POSITION:** Admission/Concessions Staff  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Pool Manager

**POSITION SUMMARY:**

This position is responsible for the operation of the admission window and concession stand at our swimming pool.

**REQUIRED TRAINING/CERTIFICATION:**

Food Handlers Certification  
First Aid, CPR/AED Training  
Shallow Water Guard Certification (preferred)

**ADMISSION/CONCESSION JOB DESCRIPTION:**

- Follow proper safety procedures in the preparation, storage, and handling of food and drinks
- Must be able to use cleaning supplies and cleaning equipment
- Must be able to lift cases of pop and concession inventory as needed
- Be able to use a POS system and accurately collect money and give change
- Maintain a clean and sanitary concession/admission area
- Safely prepare and handle food and drink according to safety guidelines
- Accurately collect money and make change for cash sales and record all transactions through the designated Point-of-Sale System
- Accurately track and account for all concession inventory sold on a daily basis
- Provide an accurate end-of-day sales report and balance sheet
- Have the ability to communicate effectively and respectfully with fellow employees and pool patrons of all ages.

**ADDITIONAL INFORMATION:**

May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 14 years of age. Starting pay of \$9.00/hour. A Work Permit from Iowa Workforce Development is required for anyone 15 years old and younger.



## **JOB DESCRIPTION**

### **ASSISTANT POOL MANAGER**

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**POSITION:** Assistant Pool Manager  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Pool Manager

#### **POSITION SUMMARY:**

Under the direct supervision of the Pool Manager, the Assistant Pool Manager position is a part-time seasonal position. Work involves enforcement of all pre-established policies, regulations and procedures related to the West Burlington Pool. The position requires quick response to all rescue and emergency situations and educates pool patrons on the importance of positive and correct water safety practices. Supervisory skills to manage the lifeguards are required. The position requires all skills needed to assure the pool, pool deck, and lifeguard operations at West Burlington Pool are run in a professional and safe manner.

#### **REQUIRED TRAINING/CERTIFICATION:**

- Food Handlers Certification
- Red Cross Lifeguard Certification
- CPR/AED and First Aid Certifications
- Bloodborne Pathogen Training
- Water Safety Instructor (WSI) - preferred

#### **ASSISTANT POOL MANAGER JOB DESCRIPTION:**

- Hold ultimate responsibility for the appearance and sanitation of the facility and the conduct of the staff in the absence of the Pool Manager
- Directs and supervises all lifeguards on-duty, including direction of rotations and lifeguard positioning according to the Lifeguard Staffing Plan.
- Assists Pool Manager with supervision of concessions workers on-duty, including signing off on daily closing deposits.
- Works either in a lifeguard rotation or acts as a roving lifeguard during all shifts, depending on staffing needs.
- Must ensure the safety of all pool patrons and employees.
- Enforce rules and policy to prohibit any activity or practices that may endanger the patron, other patrons, spectators, and subordinates.

- Must be tactful in handling disciplinary problems, and must use self-restraint in language, temper and manners.
- Must act and present themselves in a professional manner at all times, and in all situations.
- Must ensure all patrons and subordinates follow personal health and safety regulations as established by the Iowa Department of Public Health and the City of West Burlington.
- Administer first aid requirements as directed, and accurately complete the necessary forms and paperwork for every situation.
- Knowledge of all personnel and operation policies, specific pool rules and regulations, and specific emergency procedures for West Burlington Pool.
- Knowledge and ability to direct lifeguard guard rotations in accordance with swimmer load and the number of personnel needed, along with the responsibilities of each guard station.
- Ability to concentrate on pool supervision in an active outdoor environment with many distractions.
- Complete routine pool chemical checks and documentation as required.
- Assist in maintaining a clean and safe facility, including pool equipment, pool deck, grassy areas within the pool fence, the bathhouse, and areas around the outside perimeter.
- Ability to maintain order of pool areas, including tactfully handling disruptive patrons or subordinates.
- Must have a thorough knowledge of lifesaving techniques and water safety practices.

**ADDITIONAL INFORMATION:**

May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 18 years of age. Starting pay of \$14.00/hour.



## **JOB DESCRIPTION**

### **HEAD LIFEGUARD**

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**POSITION:** Head Lifeguard  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Pool Manager

**POSITION SUMMARY:**

In the absence of the Pool Manager and Assistant Pool Manager, the Pool Manager may assign a Certified Lifeguard to serve as the Head Lifeguard for a designated period of time. The designated Head Lifeguard is responsible for the enforcement of all pre-established policies, regulations and procedures related to the West Burlington Pool. The position requires quick response to all rescue and emergency situations, and educates pool patrons on the importance of positive and correct water safety practices. Supervisory skills to manage the lifeguards are required. The position requires all skills needed to assure the pool, pool deck, and lifeguard operations at West Burlington Pool are run in a professional and safe manner.

The Head Lifeguard will be responsible for supervising the pool and pool staff as described in the Assistant Pool Manager Job Description. A Head Lifeguard will receive \$12/hr.



## **JOB DESCRIPTION**

### **LEAD CONCESSION STAFF**

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**POSITION:**                **Lead Concession Staff**  
**DEPARTMENT:**        **Parks & Recreation**  
**REPORTS TO:**          **Pool Manager**

#### **POSITION SUMMARY:**

In addition to duties outlined in the Admission/Concession Job Description, the position of Lead Concession is designated for an individual who will be responsible for assisting the Pool Manager with Concession Inventory. The designated Lead Concession position is responsible for assisting the Pool Manager with accurately tracking concession inventory.

#### **REQUIRED TRAINING/CERTIFICATION:**

- Food Handlers Certification
- First Aid, CPR/AED Training
- Bloodborne Pathogen Training
- Shallow Water Guard Certification (preferred)

#### **ADMISSION/CONCESSION JOB DESCRIPTION:**

- Assist Pool Manager with tracking concession inventory in the Point-of-Sale System
- Ability to run inventory reports and audit inventory to prepare weekly vendor orders
- Receive inventory and verify quantities with Purchase Order
- Maintain inventory in an organized manner
- Ability to stock concession products, including opening and lifting of boxes
- Ability to keep track of inventory in the Point-of-Sale System and provide inventory reports to supervisor

#### **ADDITIONAL INFORMATION:**

May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 16 years of age. Lead Concession Position will receive an additional \$1.00/hour over Admission/Concession wage.



## **JOB DESCRIPTION**

### **LIFEGUARD**

**POSITION:** Lifeguard  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Pool Manager

#### **POSITION SUMMARY:**

Under the direct supervision of the Pool Manager and Head Lifeguard, the Lifeguard position is a part-time seasonal position. Work involves enforcement of all pre-established policies, regulations and procedures related to the West Burlington Pool. The position requires quick response to all rescue and emergency situations and educates pool patrons on the importance of positive and correct water safety practices.

#### **REQUIRED TRAINING/CERTIFICATION:**

- Red Cross Lifeguard Certification
- CPR/AED and First Aid Certifications
- Bloodborne Pathogen Training
- Ability to pass lifeguard proficiency and skills testing throughout the pool season.
- Water Safety Instructor (WSI) - preferred

#### **LIFEGUARD JOB DESCRIPTION:**

- Must have a thorough knowledge of lifesaving techniques and water safety practices.
- Ability to stay alert and concentrate on pool supervision in an active outdoor environment with many distractions.
- Ability to maintain order in pool areas, including tactfully handling disruptive patrons.
- Must be in good physical condition, have good verbal communication skills, show initiative and enthusiasm.
- Ability to communicate effectively with fellow employees and pool patrons.
- Ability to lift 50 pounds for various needs, including equipment.
- Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.
- Must be able to tolerate heat and exposure to the sun
- Must be able to scan water constantly to identify hazards or safety concerns
- Safeguard all persons from injury or drowning while utilizing the facility

- Be prepared to rescue swimmers in danger of drowning by entering the water and physically bringing the swimmer to safety
- Monitor activities at the swimming pool to prevent accidents
- Teach water safety and provide assistance to patrons.
- Maintain order and cleanliness in the pool and pool area. Complete daily cleaning and disinfecting assignments and rotations in the bathhouse and concession area during your shift and before being dismissed for the day.
- Assist in administering swim tests for swimmers wishing to use the diving board and water slides.
- Assist in testing and recording water quality for temperature and pH levels, using all of the tools of the testing process, including adding chemicals to the test water sample
- Know and enforce all facility rules and regulations in a firm, courteous and consistent manner.
- Ensure all patrons follow personal health and safety regulations as established by the Iowa Department of Public Health and the City of West Burlington.
- Know the procedures to be followed in case of accident or emergency and be familiar with location and use of emergency/rescue, and first aid equipment.
- Administer first aid requirements as directed and accurately complete the necessary forms and paperwork for every situation.
- Assist other personnel with their assigned duties, or minor maintenance work during off periods, as directed by the Pool Manager
- Knowledge of all personnel and operation policies, specific pool rules and regulations, and specific emergency procedures for West Burlington Pool.

**ADDITIONAL INFORMATION:**

May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 15 years of age. Starting pay of \$11.00/hour.





## **JOB DESCRIPTION**

### **SWIMMING POOL MANAGER**

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**POSITION:**                **Swimming Pool Manager**  
**DEPARTMENT:**        **Parks & Recreation**  
**REPORTS TO:**          **City Administrator**

#### **POSITION SUMMARY:**

Under the direct supervision of the City Administrator, the Pool Manager position is a part-time seasonal position which is responsible for the operation of the West Burlington Swimming Pool on a day-to-day basis. Work involves enforcement of all pre-established policies, regulations and procedures related to the West Burlington Pool. The position requires quick response to all rescue and emergency situations and educates pool patrons on the importance of positive and correct water safety practices. Supervisory skills to manage Lifeguards and Admission/Concession Staff are required. The position requires all skills needed to assure the pool operates in a professional and safe manner.

#### **REQUIRED TRAINING/CERTIFICATION:**

- First Aid, CPR/AED Training
- Bloodborne Pathogen Training
- Shallow Water Guard Certification
- Food Handlers Certification
- Lifeguard Certification (preferred)
- Water Safety Instructor (WSI) (preferred)

#### **POOL MANAGER JOB DESCRIPTION:**

- Hold ultimate responsibility for the appearance and sanitation of the facility and the conduct of the staff
- Must have good verbal communication skills, show initiative and enthusiasm.
- Must act and present yourself in a professional manner at all times, and in all situations with pool guests and other pool staff.
- Ability to concentrate on assigned duties in an active and busy environment with many distractions.
- Supervise employees with the daily operation of the pool, and all required record keeping.

- Create a work schedule and be responsible for appropriate staffing at all times
- Coordinate and ensure staff is properly certified and trained.
- Maintain documentation as required by the Des Moines County Health Department.
- Have a clear understanding of the guidelines stated in the Iowa Department of Public Health Swimming Pool Administrative Code, Section 641.15.4 (5) d entitled: Lifeguards and Shallow Water Guards.
- Have a clear understanding of Federal Child Labor Provisions and how they affect staffing the pool
- Enforce rules and policy to prohibit any activity or practices that may endanger the patron, other patrons, spectators, and subordinates.
- Must be tactful in handling disciplinary problems, and must use self-restraint in language, temper and manners.
- Must ensure all patrons and subordinates follow personal health and safety regulations as established by the Iowa Department of Public Health and the City of West Burlington.
- Administer first aid requirements as directed, and accurately complete the necessary forms and paperwork for every situation.
- Schedule employees and be responsible for appropriate staffing at all times.
- Supervise employees to assure alertness, promptness and firm rule enforcement consistent with written policies and common sense.
- Supervise employees with the daily operation of the pool, and all required record keeping.
- Coordinate and train Assistant Manager (and additional employees as necessary) in the daily testing of the water (PH and Sanitizer Tests).
- Schedule and coordinate swimming lessons and in-service training.
- Maintain proper supplies for first aid and rescue and be sure they are quickly and easily accessible.
- Purchase supplies and inventory for the pool in accordance with the City's Purchasing Policy
- Oversee Admission/Concession revenue collection. Review daily reports for accuracy and deliver daily deposits to City Hall. Maintain an accurate count of inventory in the Point-of-Sale System
- Have knowledge and understanding of all personnel and operation policies, and specific emergency procedures for West Burlington Pool and assure all staff is sufficiently trained.
- Knowledge and ability to direct lifeguard guard rotations in accordance with swimmer load and the number of personnel needed, along with the responsibilities of each guard station.
- Ability to concentrate on pool supervision in an active outdoor environment with many distractions.
- Prepare the Swimming Pool for opening on a daily basis. This would include conducting daily inspections to ensure all equipment is operating properly, starting the water features, testing equipment, taking water samples, managing supplies, ensuring there is adequate staffing, assigning rotation schedules and duties, starting computers,

preparing cash drawers with start-up money, starting concession equipment, and inspecting the overall appearance and sanitation of the facility.

- Coordinate schedule so you or an Assistant Manager is at the Swimming Pool during open hours. Opening and closing duties, as well as shift changes, should be supervised by Management. On rare occasions, a Head Lifeguard may be directed to assume the duties of a manager in your absence. Notify City Administrator when this is necessary and document that Head Lifeguard duties were assigned on the individual's timecard.
- Gather and verify timecards prior to submission to City Finance Department. Include changes that were made to the schedule.
- Handle employee and public concerns, problems or suggestions in a calm, professional, and courteous manner.
- Plan and hold a weekly staff meeting with all employees to review safety training and address any issues that have taken place and any forthcoming issues for the week.
- Attend weekly Department Head meetings at City Hall with City Administrator.
- Report any inoperable or damaged property to Public Works Director or Certified Pool Operator
- Be available to assist the City Public Works Department with pre-season opening preparations.
- Assist the City Public Works Department with the end-of-season closing and storing all equipment and supplies.
- Complete and submit "end-of-the-season" employee evaluations to the City Administrator by October 1<sup>st</sup>.
- Perform any other assigned duties deemed necessary by the City Administrator.

**ADDITIONAL INFORMATION:**

May through August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 18 years of age. Starting pay of \$18 - \$20/hour, depending on qualifications.



## **JOB DESCRIPTION**

### **SHALLOW WATER GUARD**

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**POSITION:** Shallow Water Guard  
**DEPARTMENT:** Parks & Recreation  
**REPORTS TO:** Pool Manager

#### **POSITION SUMMARY:**

This position is responsible for Shallow Water Lifeguarding (limited to swimming pool with water depths not exceeding 5ft per training) Shallow Water Guards will rotate with Admission/Concession staff.

#### **REQUIRED TRAINING/CERTIFICATION:**

- Food Handlers Certification
- First Aid, CPR/AED Training
- Bloodborne Pathogen Training
- Shallow Water Guard Certification

#### **JOB DESCRIPTION:**

Admission/Concession employees who receive their Shallow Water Guard Certification will earn an extra \$1/per hour to their Admission/Concession wage.

Shallow Water Guard training provides entry-level participants the knowledge and skills to prevent, recognize and respond to aquatic emergencies in shallow water up to 5 feet and to provide care for breathing and cardiac emergencies, injuries and sudden illnesses until EMS personnel take over

Prerequisites: Swim 100 yards continuously; Tread water for 2 minutes using only the legs; Complete a timed event within 50 seconds by starting in the water, swim 20 yards, Submerge to a depth of 4 to 5 feet to retrieve a 10-pound object, Return to the surface and walk or swim 20 yards on the back to return to the starting point with both hands holding the object and exit the water without using steps or a ladder.

**ADDITIONAL INFORMATION:** May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 15 years of age. (16 to rotate on the top of the slides). Starting pay of \$10.00/hour.