



JOB DESCRIPTION

SWIMMING POOL MANAGER

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 1st.
- 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.