

City of Pelican Rapids

Job Description

Job Title: Pool Manager
Department: Parks Department
Location: City Pool
Shift: Days, Evenings, Weekends and Holidays as needed
Immediate Supervisor: Street and Park Superintendent

SUMMARY

The person who fills this position for the City of Pelican Rapids will perform a variety of administrative, supervisory, education and maintenance work in the area of planning, operating and maintaining the aquatic area of the Pelican Rapids Municipal Pool.

ESSENTIAL FUNCTIONS OF THE JOB

1. Coordinates, schedules, and assists in promoting swimming pool programs and activities.
2. Develops, implements, coordinates, supervises and evaluates aquatic programs for pre-school and school age children, adults and senior citizens.
3. Oversees the maintenance of records and works with Water Safety Instructor on documentation for swimming lessons and other educational programming and training.
4. Acts as liaison between parents and instructors on lesson program content, teaching methods and other concerns.
5. Participates in hiring aquatic center staff including interviewing applicants, orientating, and monitoring staff training programs.
6. Supervises aquatic staff.
7. Performs job performance evaluations on aquatic staff.
8. Monitors staff certification file so all instructors are in compliance.
9. Conducts in – service training for all life guards
10. Directing and participating with staff in maintaining high standards of safety, emergency care and maintenance; enforcing City of Pelican Rapids personnel policies.

PERIPHERAL DUTIES AND RESPONSIBILITIES

1. Operates pool facility in compliance with OSHA requirements and other generally accepted safety practices.
2. Maintains and operates pool system including but not limited to testing, daily backwash, vacuuming of pool and evaluating water chemistry when necessary.
3. Keep log of pool users (season, daily, single, family etc.)
4. Monitors cash drawer and delivers deposit to City Hall daily.
5. Public contact requiring tact and courtesy.
4. Enforces pool policy for patrons and staff.
5. Evaluates and monitors inventory for reorder purposes.

6. Works with Certified Pool Operator and/or chain of command to ensure a safe and clean aquatic area.
7. If qualified, works as a Lifeguard and Water Safety Instructor as needed.
8. Responds to emergencies and water rescues.
9. Administers first aid and/or CPR as needed until help arrives.
10. Performs other duties as needed or assigned.
11. Attends meetings, seminars or other training as needed.
12. Ability to work independently.

CHAIN OF COMMAND

Report to and follow instruction from the Certified Pool Operator. The next highest supervisor is the Street and Park Superintendent and then from the City Administrator.

SUPERVISORY RESPONSIBILITIES

Supervises the swimming pool staff.

PERFORMANCE REQUIREMENTS

To perform this job successfully, an individual must be able to perform job skills satisfactory and work as a team member in the process of providing the citizens and guests of Pelican Rapids a safe and well-maintained pool.

EDUCATION AND/OR EXPERIENCE

High School diploma or General Educational degree (GED)

Related experience

Current First Aid and CPR Certification

LANGUAGE SKILLS

Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures and governmental regulations. Ability to effectively present information and respond to questions from Supervisor and the public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, able to anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the department.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit; use hands and finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is required to stand; walk; climb and/or balance; stoop, kneel, crouch, crawl; taste and smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions. The employee works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level in this environment is usually moderate.

Definition of frequency examples:

- * Frequently - Every day to once a week occurrence.
- * Occasionally - Less than once a week or seasonal occurrence.
- * Not Applicable - Not likely to happen.

PHYSICAL DEMANDS	FREQUENCY EXAMPLES
Standing	Frequently
Walking	Frequently
Sitting	Frequently
Lifting Carrying	Frequently lift equipment and materials weighing up to 50 lbs. Occasionally may lift weights equal to a human body.
Twisting, Pushing Pulling	Frequently
Climbing & Balancing	Frequently
Kneeling & Crawling	Frequently kneel and crawl to clean or work on equipment.
Talking	Frequently.
Hearing	Frequently.
Communication	Frequently communicates with supervisor and other Employees as well as the public
Visual ability	Frequently inspects facility, grounds and work performed.
Bending	Frequently bends in all parts of job.
Gripping & Grasping	Frequently
WORKING CONDITIONS	FREQUENCY EXAMPLES
Exposure to Outdoor Conditions	Frequently work outdoor in a variety of weather conditions
Low visibility	Occasionally work in darkness and in fog.
Extreme noise	Occasionally
Moving parts	Occasionally
Electric Shock	Occasionally, work around facility's electrical system
High, Exposed places	Not Applicable
Radiant energy	Not Applicable
Exposure to chemicals	Frequent exposure to cleaning chemicals & mechanic chemicals
Vehicular Traffic	Not Applicable
CRT Screens	Not applicable
Slippery conditions	Frequently
Other environmental conditions	Occasionally