



Job Title:	Pool Manager
Department:	Seasonal Facility/Community
Pay Grade:	203
FLSA Status:	Non-Exempt

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

This position will be planning, organizing and implementing of a public swimming pool programs.

ESSENTIAL JOB FUNCTIONS

- Insures that all aquatics staff are properly certified prior to working.
- Responsible for organizing and supervising total swimming pool operations.
- Coordinates the daily activities of the entire aquatic team including scheduling and delegation of responsibilities.
- Encourages enjoyment of the pool while maintaining a high level of safety awareness.
- Driving to and from different locations within the agency.
- Conducts all safety inspections of the pool and pool area, and implements problem-solving activities in a timely manner when necessary.
- Completes daily inspection report.
- Responsible for all financial record-keeping and daily bank deposits.
- Schedules and oversees Lifeguards and pool staff.
- Conducts In-Service Trainings, and participates in agency required training sessions.
- Enforce all policies, regulations, and rules.
- Administer any emergency first aid required within the limits of training; provide initial emergency care needed to sustain life until qualified medical personnel take over.
- Clean and otherwise service the pool and pool decks to insure that health and safety standards are maintained at all times.
- Report definite or potential hazards and unsafe conditions to the Aquatics Manager immediately.
- Collects daily pool fees.
- Always maintains facility inspection readiness and cleanliness; and keeps all staff, lifesaving, and first aid equipment in readiness to respond to emergency situations at all times.
- Performs other duties as necessary.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- High School Diploma.
- General management experience.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of the principles and practices of operating a large, multi-pool aquatic facility.
- Skills in program planning and development.
- Knowledge of certification standards in area of specialty.
- Knowledge of customer service standards and procedures.
- Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.
- Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Ability to gather data, compile information, and prepare reports.
- Ability to make administrative/procedural decisions and judgments.
- Skill in the use of personal computers and related software applications.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to communicate effectively, both orally and in writing.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to recruit, train, and certify student lifeguards and others.
- Records maintenance skills.

CERTIFICATION, LICENSE, AND SPECIAL REQUIREMENTS

- Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.
- Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO). Preferred
- Must possess a valid Driver's License to drive an RCRC vehicle, and produce an acceptable 10 year driving record.

PHYSICAL DEMANDS

The work is sedentary in nature with infrequent periods of strenuous physical activity. Typical position requires worker to lift up to 50 pounds, climb stairs, bend, and crouch, reach, hold, grasp and turn objects. Also requires diving skills and ability to hold breath. The work requires the ability to speak normally, to use normal or aided vision and hearing. Worker may be required to demonstrate an athletic activity or physical exercise

WORK ENVIRONMENT

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.

Richland County Recreation Commission has the right to revise this position description at any time, and does not represent in any way a contract of employment.