

## POOL MANAGER

### JOB DESCRIPTION

**Classification Responsibilities:** A Pool Manager is responsible for managing the operation of one of the City swimming pool facilities and associated aquatics programs. Employees in this class supervise and evaluate staff in the pool operation during the aquatics season. Incumbents determine staff necessary for the supervision of pool activities, including preparing work schedules and assigning personnel to duty stations, observing pool attendance, adding, or shifting Lifeguards to ensure proper coverage, and overseeing and monitoring timekeeping. Work involves replenishing supplies as needed, directing, or conducting in-service training activities, checking pool water for proper temperature and purity, and making or requesting changes in chemical additives. Monitoring the performance of staff engaged in lifeguarding and giving swimming lessons is an important aspect of the work, as incumbents are expected to take corrective action in dealing with unacceptable practices. Duties also involve: teaching courses in Lifeguard training and water safety instruction; training volunteers; maintaining records; preparing reports on pool activities and operation; directing the cleaning, general operation, and maintenance of pool facilities; implementing special events and ensuring proper customer service. Employees also provide input for consideration of changes or modifications in policies, procedures, programs, and solutions to problems involving municipal pools. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Employees in this seasonal classification normally work full-time seasonal (April through August) schedules. Incumbent's work under the general supervision of a Recreation Coordinator, who reviews work through meetings, reports, and periodic visits to the work site. This class is FLSA exempt-recreational establishment (seasonal classification). This class is FLSA nonexempt (part-time classification).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Considerable (9 – 15 months) experience as a lifeguard and swimming instructor. Good (3 – 9 months) experience in directing activities at public swimming pools.

**Special Requirement.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Must possess a valid Lifeguard Certification, Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification, and a Swim Lesson Instructor (SLI) Certification or Water Safety Instructor (WSI) or equivalent certification by hire date.

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Lifeguard Training Instructor Certificate, Aquatic Facility Operator (AFO) Certificate, or Certified Pool Operator (CPO) Certificate. Bilingual in Spanish desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Provides program information, resolves problems, gives swimming lesson instruction, adjusts improper conduct, notifies parents or relatives of an emergency situation, instructs Lifeguards and volunteers on job responsibilities, coordinates program activities including acquiring program supplies, scheduling, equipment, etc. Produces written documents such as incident and accident reports, course record forms, and staff evaluations. Requisitions supplies and equipment for the facility. Prepares daily records of receipts, assists and monitors cashiers to maintain accurate financial records, and submits necessary reports. Maintains, analyzes, and submits pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), water backwashing, accidents, rescues and assists, and first aid.

**Manual/Physical:** Teaches swimming lessons. Performs maintenance tasks which include: moving 50-pound high-pressure hoses around the perimeter of the pool to wash the deck, scrubbing bathrooms and pool tile, sweeping floors, and cleaning windows. Inspects pool equipment including a 10 ft. ladder on three-meter board. Sets up and takes down folding chairs, tables, and various equipment for activities. Works outside in 100+ degree temperatures (June through September) for a maximum of 20-40 minutes at a time for several times during an eight-hour day. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend off-site meetings and deliver/transfer equipment, supplies, and facilities deposits. Operates a cash register and adding machine. Performs swimming rescues on patrons in need. Detects the activation of the facility's emergency action plan and acts as lead contact for emergencies. Detects proper functioning of pool equipment and monitors verbal instructions from Lifeguards to the general public regarding pool activities. Activates the facility's Emergency Action Plan and responds appropriately to emergencies. Responds to alarms related to chlorine leaks, fire, etc. and implements appropriate emergency action plan. Secures locks on fences and buildings at closing. Inspects pool facility for proper working order and hazardous conditions. Observes and monitors patron's behavior to determine compliance with pool rules and regulations. Observes subordinate staff behavior to evaluate job performance. Monitors pool water conditions to determine compliance with health department water quality standards. Meets scheduling and attendance requirements.

**Mental:** Supervises the operation of a public swimming pool offering recreational and swimming instruction programs. Directs, assigns, supervises, and evaluates staff. Develops, promotes, and supervises a diversified aquatics program for all ages in accordance with community needs. Plans, directs, supervises, and conducts classes in instructional swimming, lifesaving, and competitive and special events. Enforces pool rules and regulations for the safety and convenience of the public. Assumes direct responsibility for the maintenance and operation of the lighting, filtration, purification, and overall safety of the facility. Directs and supervises the collection of all fees and deposits in accordance with City policies. Develops and maintains ongoing, in-service training for Lifeguards and Assistant Pool Managers - Seasonal. Schedules staff, monitors hours for adherence to a 40-hour work week and makes adjustments as necessary. Prioritizes and assigns work (cleaning duties, teaching stations) to Lifeguards. Evaluates and checks the work of lifeguarding staff to ensure conformance to

