

CITY OF COVINGTON

POSITION DESCRIPTION

CLASS TITLE: Pool Manager

Grade Level: 4

DEPARTMENT: Parks and Recreation

FLSA:

PERFORMANCE APPRAISAL:

Date: October 2022

GENERAL PURPOSE:

Responsible for routine public contact and safety work and serving as a pool manager. Perform work in the operation and maintenance of the swimming pool. Oversee lifeguards and aquatic class instructors.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Parks and Recreation Director

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with the training, supervising and evaluating lifeguards.
- Implement staff schedules, lifeguard rotation schedule and daily assignments.
- Monitor activities, provide instructions and prevent accidents in the aquatics facility.
- Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire aquatics facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and other until arrival of emergency medical services.
- Record and organize accurate records concerning attendance, accident/incident/injury reports, chlorine readings, and schedules.
- Handle routine disciplinary issues and communicate with the Parks and Recreation Director when necessary.
- Maintain a clean, safe and orderly facility. Administer pump room procedures including chemical readings, balancing and filtration. Inspect facility regularly and report any unsafe conditions/equipment to the Parks and Recreation Director immediately.
- Assist with planning, attend and participate in all mandatory staff meetings and trainings.
- Promote aquatic programs and center memberships.
- Maintain open communication with guests, participants and/or participants parents, and other aquatics staff.
- Set up and clean up the facility daily.
- Operate and maintain the concession stand.
- Enforce all aquatics facility rules, policies, and procedures.
- Instruct swimming lessons for participants of all ages.
- Maintain a professional appearance and demeanor, including abiding to uniform requirements.
- Assume full management responsibilities of the aquatics facility during the day.
- Complete additional duties assigned by supervisors.

DESIRED MINIMUM QUALIFICATIONS:

- Certified in American Red Cross Lifeguarding/First Aid and CPR/AED for the Lifeguard.
- Certified Pool Operator with thorough knowledge and application in the areas of pool sanitation, water chemistry and filtration.
- Ability to react calmly and effectively in emergency situations. Good decision-maker.
- Excellent communication skills, both verbally and in writing.
- Ability to provide leadership, command the respect of aquatics staff and guests, and be able to delegate duties when needed.
- Ability to work as an individual and also within the framework of a team.
- Understand and abide by the Department's customer service standards.
- Understand and abide by the Department's cash handling procedures and the ability to do basic math.
- Maintain personal physical endurance and agility necessary to perform job functions.
- Must be at least 19 years old.
- American Red Cross Water Safety Instructor Certification preferred.

SPECIAL REQUIREMENTS

- Must have previous experience as a Lifeguard.
- Experience as an Assistant Pool Manager or Pool Manager preferred OR equivalent management position and responsibility

EDUCATION: High School Completion required, Associate's degree preferred

TOOLS AND EQUIPMENT USED

- Computer, lifeguarding/rescue equipment, chemicals/pool pump

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 use hands to handle, feel, and operate objects, tools, or controls and reach with hands and arms. The employee is required to stand, walk and sit. The employee is occasionally required to hear and talk.
- The employee must lift and/or move up to 65 pounds and occasionally lift/move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are the 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 frequently works in outside weather conditions. The employee is frequently exposed to cold, hot, wet and/or humid conditions as well as exposed to chemicals that might be toxic or caustic.
- The noise level in the work environment is usually quiet while in the office and moderately loud while in the field.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Pre-employment physical and drug test required of selected applicant.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omissions of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature/Date_____

Supervisor Signature/Date_____

Director Signature/Date_____