

# Town of Pine Bluffs

**JOB TITLE:** POOL MANAGER

**CLASSIFICATION** NON EXEMPT POSITION/SEASONAL

**DEPARTMENT:** Recreation

**SUMMARY:** Under general direction, this position supervises the lifeguard activities and maintenance/management of the recreation pool. This position includes supervising recreational pool activities, in and around the swimming area.

**ESSENTIAL FUNCTIONS:** (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)

**DUTIES AND RESPONSIBILITIES:** (which are not in any hierarchical order)

1. Supervises all pool activities such as swimming, pool games, and activities around the swimming pool.
2. Supervise and manage group and individual swim lessons.
3. Supervises Lifeguards and schedules employees during season.
4. Responsible for turning in pay vouchers for all pool employees to the Town Hall.
5. Thorough knowledge of objectives, operations, and programs of the public pool safety and surrounding area safety.
6. Good knowledge of safety factors such as pool rules and CPR procedures.
7. Keeps pool deck and bathrooms clean and orderly.
8. Supervise and maintain water quality using testing and chemicals.
9. Monitors chlorine and PH levels as required by state law.
10. Monitors calcium hardness and alkalinity levels with the ability to bring each into compliance.
11. Performs other related duties as required and assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of local, state and federal laws concerning recreational activities and pool safety.
- Knowledge of Town Charter, codes, ordinances, rules and regulations.
- Skilled in planning, organizing, assigning and coordinating activities.
- Skill in both verbal and written communication.
- Skill in applying appropriate public relations techniques as situations warrant.
- Ability to establish/maintain effective working relationships with those contacted in the course of work.
- Ability to express ideas clearly when providing oral and written reports and recommendations.
- Knowledge of pool maintenance and operations related to mechanical, pumps, winterization, and any other maintenance related operation.
- Ability to work around chlorine, muriatic acid, acid cleaner and other chemicals associated with water quality maintenance.
- Basic mathematical skills to figure out how much chemical to use for water quality.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION/EXPERIENCE:** A High School Diploma or GED. The applicant must have experience supervising swimming and pool activities. The applicant must also have knowledge and certification with CPR procedures..An equivalent combination of education, experience and training may be substituted for minimum requirements.

**LANGUAGE SKILLS:** The applicant must have the ability to prepare and maintain required records of operation and excel in oral and written communications.

**REASONING ABILITY:** The applicant must have the ability to develop and maintain good public relations with civic groups, and ability to deal effectively with senior citizens, individuals, and groups. The employee must be able to communicate both orally and in writing.

**WORK ENVIRONMENT/ADA:** Work involves light to strenuous activity. There is frequent need to stand, stoop, walk, run, swim, sit, lift objects, and perform other similar actions during the course of the workday. The Town of Pine Bluffs promotes a drug/alcohol-free work environment through the use of mandatory pre-employment, random and/or reasonable suspicion drug testing. While performing the duties of this job, the employee may be required to submerge entire body under water to provide water rescue, will work in noisy conditions, heat, humidity, bright sunlight, may be required to perform CPR/life saving duties, and may assist children or adults in pool activities.

**Lifting:** 25-100 Pounds  
**Environment:** Outside in various weather conditions in pool area  
**Hearing:** Low to noisy conditions

\*Class Descriptions are not intended to be restrictive. The use of (or absence of) a particular illustration of duties shall not be held to exclude or limit the authority of a Department Head to assign other duties which are similar and related to work.