

City of Cimarron Job Description

Job Title: Swimming Pool Manager

Department: Swimming Pool

Reports To: Mayor/City Council

FLSA Status: Non-Exempt

Pay Range: based on experience

Approved By: Mayor/City Council

Approved Date: August 1, 2008

Summary: Under the supervision of the Mayor/City Council, the Swimming Pool Manager is a non-exempt position under the FLSA. The Swimming Pool Manager performs administrative, managerial, semi-skilled function for city services related to the swimming pool operations. This employee maintains a department budget and prepares reports to the governing board on capital improvements, status of projects, and progress against goals. The employee in this position directs various employees including concessions, lifeguards and maintenance. Duties of the position include operating and maintaining the City's swimming pool. This position has concession staff and lifeguards as direct reports. Follows state laws and regulations, and policies on swimming pool operations.

Essential Functions and Responsibilities. Other duties may be assigned.

- Plans, directs, and organizes the activities of the Swimming Pool;
- Supervises and evaluates subordinate personnel;
- Prepares the annual operating budget for Swimming Pool, and administrates the expenditures from the budget;
- Responsible for the training of department personnel;
- Determines and prioritizes necessary expenditures;
- Fields questions, concerns, and complaints from the general public;
- Responsible for planning work schedules and assigning job duties;
- Responsible for short and long-range planning goals of the department;
- Orders and purchases necessary supplies for the department;
- Recruit lifeguards and arrange on-site Red Cross certification or enrollment of lifeguards to travel to Red Cross certification classes;
- Prepare and enforce pool rules and regulations for the public;
- Oversee monetary operations of the pool including inventory, ordering, stocking and selling concessions, collection of fees for classes and making weekly deposits to city clerk;
- Schedule private pool parties and the necessary lifeguard requirements;
- Schedule aerobic or exercise classes and necessary lifeguard requirements;
- Scheduling swimming lessons and assist where requested;
- Assist as requested with overseeing swim team activities;
- Promote interest and provide information regarding aquatics programs to school officials, community service grounds, other departments and the general public.
- Complete end-of-season staff evaluations;

- Supervise and assist with daily cleaning and maintenance of pool, bathhouse, restrooms, pool deck, and perimeters of facility. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures;
- Prepare and clean the pool area, building and perimeter for opening and closing each season;
- Supervise lifeguards and cashiers to insure proper pool operation procedures are followed and consistent enforcement of rules is maintained. Study and standardize procedures to improve efficiency and effectiveness of operations. Assist and adjust errors and complaints;
- Develop lifeguard schedules and insure proper substitute procedures are adhered to;
- Implement emergency management procedures and provide training of those procedures to lifeguards.
- Maintain an up-to-date inventory of all pool equipment and supplies, including forms and reports, first aid supplies, and cleaning supplies. Purchase or restock supplies as needed, using local vendors if available. All receipts must be signed and submitted to city hall weekly. Assure that assigned areas of responsibility are performed with efficient use of budgeted funds and maintain sound fiscal control;
- Report equipment problems or needed repairs to the City Water Superintendent;
- Complete all necessary paperwork including daily deposit records, timecards and any other pool statistics as requested and submit to appropriate departments as requested. Document all hours worked by all pool employees and submit time cards to City Clerk no later than 8:30 a.m. Monday morning of each week.
- Deal with the patrons pleasantly, while being fair and direct. Initially handle all grievances and/or disciplinary cases involving pool patrons. Keep Recreation Director informed of any situations.
- Report serious accidents or incidents to the Recreation Director immediately following rescue, treatment or assistance, and complete required reports.
- Maintain harmony among workers, motivate and evaluate lifeguards, and resolve pool staff grievances. Communicate staff difficulties and operation problems to the Recreation Director.
- Assist with supervising swimming lessons and scheduling instructors as requested.
- Coordinates with contractors and other governmental agencies on projects relative to equipment, maintenance and operation;
- Enforces department policies and procedures;
- Enforces safety procedures and practices.
- Leads, directs, and supervises concession staff and lifeguards in the operation of the City Swimming Pool;
- Instruct employees on all city policies and procedures, applicable State and federal laws and regulations, safety policies;
- Prepare and submit state reports;
- Meet, advise and consult with elected officials, state agencies and the public;
- Prepare and submit required and requested reports to the Kansas Department of Health and Environment;
- Tracks employee's hours for training, develops and sets the lifeguard schedules;
- Determines whether facilities are safe to be open to the public during inclement weather

- or other conditions;
- Controls chemical inventory and usage including safety and safety related information;
- Performs tests on water to determine appropriate levels of chemicals;
- Operates and maintains swimming pool and auxiliary equipment;
- Fills pool and tests water for proper chlorine content and ph levels. Regulates feeders and puts in prescribed amounts of soda ash and chlorine according to specific instructions to purify water;
- Checks heating and pumping equipment, and adjusts or makes minor repairs, using mechanic's hand tools;
- Removes leaves and other debris from water, using net. Cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander;
- Inspects and replaces loose or damaged tile. Cleans and repairs filter system;
- Prepares report of materials used and work performed;
- Maintains records on department activities;
- Performs work according to policies, procedures, and the personnel manual;
- Performs all other duties as assigned.

Marginal Functions. Other duties may be assigned.

- None.

Supervisory Responsibilities:

Manages subordinate employee in the Swimming Pool. This position is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Works well in group problem-solving situations.
- Customer Service - Responds to requests for service and assistance.
- Interpersonal Skills - Focuses on solving conflict, not blaming; maintains positive attitude; and gets along well with coworkers.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations.
- Teamwork - Balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests; and supports everyone's

efforts to succeed.

- **Organizational Support** - Follows policies and procedures; and supports affirmative action and respects diversity.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; and sets goals and objectives.
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; and follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; and monitors own work to ensure quality.
- **Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; and works quickly.
- **Safety and Security** - Observes safety and security procedures; reports potentially unsafe conditions; and uses equipment and materials properly.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; and is able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; and ensures work responsibilities are covered when absent.
- **Initiative** - Volunteers readily and is willing to train in new operations, assignments, and teams; and asks for and offers help when needed.

Education and/or Experience:

Minimum Experience – Three years related experience and/or training; or equivalent combination of education and experience in water and parks system. Swimming Pool Operator License. Current Lifeguard, CPR, and First Aid Certifications.

Minimum Education – High School Degree or GED.

Preferred Experience – W.S.I. Certification preferred, but not mandatory More than three years experience in Swimming Pool Operations.

Preferred Education - None.

Kansas Driver’s License.

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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities:

- Knowledge of swimming pool safety, maintenance, minor electrical and plumbing repair and installation are required.
- Knowledge of equipment and tools.
- Ability to efficiently monitor pumps, gauges and perform testing.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to record work orders, time records, project information.
- 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 and to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out simple five to ten step instructions. Ability to deal with standardized situations with only occasional or no variables.
- Ability to work weekends and overtime. Must be available to work days, evenings, weekends and holidays. This is a seasonal position, and may require a 40-hour plus work week.

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and /or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 occasionally exposed to toxic or caustic chemicals; outside weather conditions. Uses protective personal equipment. The noise level in the work environment is usually very loud.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.