

CITY OF SILVER LAKE

POSITION DESCRIPTION (#106)

Title: Pool Manager	Division: Community Service
Reports To: City Clerk	Department: Summer Recreation

Scope of Job

General Statement of Duties

Plans, coordinates and supervises the operation of the pool activities. The Pool Manager exercises a great deal of discretion in the performance of his/her duties.

Supervision Received

Works under the supervision of and receives program direction from the City Clerk.

Supervision Exercised

Exercises general and technical supervision over pool staff and volunteers.

Duties and Responsibilities

The listed examples may not include all duties performed by all positions in this class. Duties may vary somewhat from position to position within a class.

General Duties

- Manages the Municipal Swimming Pool including operations and staff. Monitor pool correspondence (email) daily.
- Assists with recruiting and hiring pool staff. Create contact information sheet for the current season.
- Assists with personnel tasks as necessary.
- Trains and familiarizes pool staff with policies and operations.
- Schedules, assigns and prioritizes pool work.
- Supervises, evaluates and reviews pool staff.
- Purchases supplies and goods for resale. Maintains an inventory of same.
- Designs and implements a swimming pool program of activities, including advertising and promotional events. Create a schedule for open swim, lap swim, and swimming lessons.
- Proposes goals and objectives for the department.
- Reconciles sales to cash and prepares bank deposits.
- Recommends and implements policies and procedures to ensure a safe, efficient and effective work environment.

- Prepares daily, monthly and annual reports on facilities and operations.
- Monitors budget during year and recommends changes as necessary.
- Ensures the safety and security of patrons, staff and the premises.
- Ensures that the facility is properly cleaned and maintained.
- Oversees the daily pool operations including restocking concessions, checking on First Aid equipment, and basic cleaning.
- Orders supplies for the season including swimsuits, shirts, whistles, lanyards, and first aid items.
- Verifies invoices for payment and refers same to city offices for payment; reviews and approves timecards and leave requests.

Other Duties

- May perform lifeguard, instructor and recreation attendant duties if licensed to do so.
- Coordinates major maintenance activities with Public Works Supervisor.
- Performs other related duties as directed by the City Clerk.

Knowledge, Skills and Abilities

- Knowledge of pool operations, emergency rescue, first aid and swimming instruction.
- Knowledge of safety practices and procedures.
- Knowledge of governmental regulations for pool operations.
- Skill in organizing and scheduling classes and activities.
- Skill in the use of cash registers and computers.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise staff and accept supervision.
- Ability to follow written and oral directions and complete assigned tasks without supervision.
- Ability to deal courteously and tactfully with the public, vendors and others.
- Ability to establish and maintain effective working relationships with other employees.

Minimum Qualifications

- High school graduation or equivalent, plus three (3) years of related experience).
- Current American Red Cross CPR.

- Current American Red Cross First Aid Certificate.

FLSA Classification: non-exempt	Status: seasonal, hourly position
Position Evaluation Points: 153	Pay Range: Grade 12

Revised: June 2022	Council Approval:
Signature:	Date: