

POSITION DESCRIPTION

Class Title: Pool Manager
City Of Bradford Department: Parks Department
Location: Callahan Park, Barcroft pool
Date: 04/11/2024 \$1,300.00 biweekly pay

GENERAL PURPOSE

Perform administrative, supervisory, and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs, rentals, and personnel.

SUPERVISION RECEIVED

Works under the general supervision of the Parks Director.

SUPERVISION EXERCISED

Supervises recreation specialists, part-time recreation staff, lifeguards, instructors, seasonal employees, volunteers, and the public as assigned. Cooperate and communicate with maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manage and supervise assigned operations to achieve goals within available resources; plan and organize workloads and staff assignments. Coordinate training for annual certification of CPR for the Professional Rescuer, and Lifeguard Training & Community First Aid and Safety for staff members at onset of recreation season; train, motivate and evaluate assigned staff; review progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate annual documentation and certifications necessary for payroll and in compliance with federal and state regulations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, rules and policies to staff and the public.

Assure that assigned areas of responsibility is performed within budget, perform cost control activities; monitors revenue and expenditures in assigned area for sound fiscal control; prepare annual budget requests, review for efficient use of budgeted funds, personnel, materials, facilities, and time.

Determine work procedures, prepare work schedules, expedite workflow, set policies to improve efficiency of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; perform or assist subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes. Tracking of attendance, accidents and routine accounting reports. Prepares the bi-weekly timesheet for the Parks department foreman or director.

Coordinates staff in the development and implementation of aquatics program.

Directs the patrolling of the pool and the enforcement of safety rules and regulations.

Supervise classes, workshops and activities for people engaged in aquatics programs and co-sponsored programs.

Schedules and runs various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, getting supplies needed for activities, conduct classes, sells tickets, collects fees, officiates at meets, planning for rental and use of pool, helps set up for classes, events, etc

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Prepares for publication of a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.

Coordinates special aquatics programs, registers participants, collects fees, assigns coaches, assigns practice time, distributes and collects uniforms.

Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the public.

Oversees the maintenance of the swimming pool. Works with the Parks Maintenance Staff in monitoring and maintaining the pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES

Works as a lifeguard as needed.

Serves as a member of various employee committees, as assigned.

Assists in the planning and management of any concession related activity, including design, layout, operation, inventory, contracting and staffing.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school graduate with post-secondary education.
- (B) Two years recreation or customer service experience.
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively, orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

First Aid and CPR Certification.

TOOLS AND EQUIPMENT USED

Cash register, calculator, copy and fax machines, phone, mobile or portable radio, automobile, and PA system.

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 walk, sit and talk and hear. The employee is occasionally required to use hands to touch, handle or operate objects, tools, or controls; and reach with hands and arms. The employee is required to climb or balance; stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when at the pool.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests might be required.

The duties listed above are intended only as illustrations of the variety of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or 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.

Approval: _____ Approval _____
Supervisor Appointing Authority

Effective Date: 04/11/2024

Revision History: 3/02, 2/17/2016, 12/2021,5/2022,4/11/2024