

# Pool Manager

---

<b>Department:</b>	Recreation/Aquatics
<b>Supervisor:</b>	Aquatic Center Supervisor / Recreation Supervisor
<b>Wage:</b>	\$12.25 to \$13.25 per hour
<b>Hours:</b>	20/40 hours per week – Monday through Friday & Weekends
<b>Season:</b>	May to September
<b>Age:</b>	18 years of age and older
<b>Last Revised:</b>	October 2018

## ***Overview***

The Pool Manager is responsible for the overall supervision and safety of the aquatic facility, staff, and guests to ensure an optimal experience within the pool facilities. The Pool Manager represents the City of Marshalltown's Parks & Recreation Department in a professional and exemplary manner under all circumstances. Work involves performance of some supervisory duties.

## ***Essential Functions and Duties***

- Responsible for the safety of guests, staff, and pool facilities
- Respond in a calm, professional manner while directing the actions of the staff in regards to the Emergency Action Plan in the pool and surrounding area
- Vigilant monitoring of pool water chemistry, chemical feed systems and pool filters to ensure optimum operations at all times
- Perform chemical, temperature, filter pressure and water meter readings and record them as required by the state health code
- Complete all paperwork, including evaluations, accident reports, incident reports, and submit them in a timely manner and report progress to the Aquatics Supervisor
- Respond to questions and concerns of guests and staff to resolve problems within the guidelines of the Marshalltown Family Aquatic Center
- Assist in training and development of lifeguard staff and conduct regular in-service trainings
- Responsible for the alertness, promptness, professionalism and consistent rule enforcement of the guard staff
- Evaluate usage patterns of guests and organize the daily rotation of the staff to effectively cover all zones
- Effectively deal with conflict situations from both guests and staff to find resolution in a fair and timely manner
- Provide discipline in a firm yet fair manner following established procedures for both guests and staff
- Demonstrate professionalism by acting as a role model and supporting the decision of fellow staff and administration
- Keep effective lines of communication open between you, your staff and your supervisor.

- Lead staff during opening and closing procedures of the facilities
- Inspect the facility daily for damaged or missing equipment. File both a written report to and a verbal report to the Aquatics Supervisor
- Perform a physical check of all emergency equipment on a daily basis. Report any defects or problems to the Aquatics Supervisor or remove them from duty as needed
- Report and/or repair any problem areas in regards to the maintenance of the pool, locker rooms, filter room, chemical feed room and deck areas
- Submit and review all written reports, including incident and accident forms as required
- Assume the role of the lifeguard
- Other duties as assigned

### ***Qualifications***

#### Education, experience and skills:

- Current certification as a Lifeguard CPR-PR and First Aid with American Red Cross
- Complete knowledge and ability to demonstrate all lifeguarding skills and rescue techniques
- Thorough knowledge of water chemistry, filtration and hydraulic balance of swimming pools and ability to maintain proper water conditions
- Strong leadership, communication and organizational skills

#### Physical, mental and environmental requirements:

- Position requires light to medium work, exerting up to 20 to 50 pounds of force occasionally and up to 10 pounds of force constantly
- Some climbing, pulling, kneeling, stooping, crouching, feeling, standing, reaching, hearing, pushing, walking, balancing, lifting, grasping, talking, and repetitive motion is also required on a regular basis
- Visual perception range includes working at distances close to the eyes
- Must be able to follow written, oral, or diagrammatic instructions, while using several concrete variables
- Position requires exposure to both inside and outside conditions and noise

*This job description is not the complete statement of every task and responsibility that is required of this position. It contains the major duties performed by an individual and may require assistance with other tasks as necessary.*