



Pool Manager Recreation

REC/12

JOB SUMMARY

This position is responsible for the supervision of the pool staff and related facilities.

MAJOR DUTIES

- Provides safety and security of the pool and related facilities.
- Authorizes pool closure due to pool condition and/or weather.
- Works in conjunction with the Recreation Director to hire and orient certified lifeguards.
- Inventory and requisition concession items for pool concessions.
- Responsible for collecting pool fees and making pool deposits.
- Schedules lifeguard rotation and duties at pool.
- Schedules any special activities: swim meets, pool parties
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of pool and lifeguard guidelines preferred.
- Skill in scheduling and evaluating personnel and facilities
- Skill in oral and written communication.
- Skill in identifying potential problem situations.

SUPERVISORY CONTROLS

The Recreation Director assigns work in terms of detailed and specific instructions. The supervisor spot-checks completed work in progress and upon completion for accuracy, adequacy, and adherence to instructions and established guidelines.

GUIDELINES

Guidelines include Upson County Employee Handbook, EEOC, general facility rules and regulations, and departmental guidelines and American Red Cross guidelines. These guidelines are generally clear and specific but requiring little interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related pool duties. Dealing with the public and supervisory duties during the shift contributes to the complexity of the position.
- The purpose of this position is to ensure safety of pool and visitors. Successful performance in this position helps ensure that the public can enjoy the facilities.

CONTACTS

- Contacts are typically co-workers, swimmers and visitors.
- Contacts are typically to give or exchange information and to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, or bending. The employee occasionally lifts light objects, heavy objects and utilizes sense of smell.
- The work is typically performed outdoors at the Pool. The work is performed in extreme temperatures or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over all Lifeguards (seasonal/part time).

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of specialized training from the American Red Cross Lifeguard Certification, in addition to basic skills typically associated with a high school education.
- Certified Pool Operator training is preferred.
- Must be at least 18 years of age.