

POSITION DESCRIPTION
CITY OF WABASH, INDIANA

Position: Pool Manager

Department: City of Wabash Park Department

Job Category: (PAT)

Status: Seasonal/Salary

FLSA: Non-Exempt

Date Written: October 1992

Dates Revised: February 2023

Incumbent serves as Pool Manager for the City of Wabash Parks Department and is responsible for assuring the safety of those using and working at the pool and upkeep of all pool facilities and equipment.

Duties:

Oversees and ensures safety of swimmers in park and pool area, including preventing accidents and providing emergency first aid if necessary.

Maintains control of swimming area and observes swimmers, including ensuring compliance with all park swimming rules. Dismisses unruly patrons from the facility if behavior persists.

Makes decisions concerning hiring, disciplining, evaluating, and firing lifeguards and/or pool staff. Supervises staff assisting with training, orientation, patron disciplinary problems, and other work-related problems or needs.

Checks the quality of the pool water, sending samples to the state officials for testing. Maintains chemical rooms by making needed adjustments.

Examines facility, machinery, and equipment to make sure they are in proper condition and assists with minor maintenance as needed.

Directs supply or parts requests to the Superintendent and Foreman as needed.

Ensures the cleanliness of the pool, restrooms, and facilities by supervising and assisting with regular cleaning duties.

Keeps ledger recording weather, daily receipts, attendance figures, season ticket receipts, and other related information. Prepares financial statements of balance, receipts, and other financial reports, and takes deposits to City Hall.

Maintains records of lifeguard hours, including keeping timecards and a daily log of work schedules. Maintains payroll of employees.

Keeps a record of any lifeguards that are doing swimming lessons each week.

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The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description prepared for this position. The job description will serve as the primary document in the selection and hiring process; and constitutes the context for incumbent job performance and evaluation.

Essential Functions:

- Oversees and ensures safety of swimmers in park pool area.
- Maintains control of swimming area and observes swimmers.
- Ensures compliance with all park swimming rules.
- Dismisses unruly patrons from the facility if behavior persists.
- Responds to accidents and provides emergency first aid.
- Supervises and directs pool personnel.
- Checks the quality of the pool water, sending samples to state officials for testing.
- Maintains chemical rooms and makes needed adjustments when needed.
- Examines facility, machinery, and equipment for proper working condition.
- Makes supply or parts requests to the Superintendent and Foreman as needed.
- Ensures the cleanliness of the pool, restrooms, and facilities.
- Keeps ledger recording weather, daily receipts, attendance figures, season ticket receipts, and other related information.
- Prepares financial statements and handles money.
- Schedules and coordinates private pool parties.

Requirements:

- Knowledge of basic operations of the department and ability to work within procedural guidelines.
- Ability to follow state health codes and regulations.
- Knowledge of basic bookkeeping.
- Ability to effectively train, supervise, direct, and evaluate the work of employees.
- Ability to use proper life-saving techniques and equipment.
- Ability to follow written first aid procedures and other safety guidelines properly.
- Ability to effectively perform the essential functions of the position, including not possessing a direct threat to the health and safety of other individuals in the workplace.
- Working knowledge of the facility equipment and machinery and ability to perform minor repairs and/or maintenance.
- Working knowledge of safely handling pool purification and cleaning equipment.
- Willingness to obtain a lifeguard certification and Red Cross CPR and First Aid Training certifications and a water safety instructors certification if it is required.
- Attends winter meeting to start preparation for upcoming season. Assist in hiring of new employees.

- Updates standard operating procedures for insurance purposes and code purposes.
- Serves as a public relations agent between the public and the department.
- Performs related duties as assigned to them.

1. Job Requirements

Willingness to obtain a lifeguard certification and Red Cross CPR and First Aid Training certifications and a water safety instructors certification if it is required.

Ability to effectively communicate with coworkers and members of the public in a courteous and tactful manner. Ability to teach and motivate individuals of varying ages about water safety, swimming, and lifeguarding.

Ability to effectively train, supervise, direct, and evaluate the work of employees.

Ability to use proper life saving techniques and equipment while using sound judgment so as not to further endanger others or self.

Ability to follow written first aid procedures and other safety guidelines properly.

Ability to effectively perform the essential functions of the position, including not possessing a direct threat to the health and safety of other individuals in the workplace.

Knowledge of basic operations of the department and ability to work within procedural guidelines. Ability to follow state health codes and regulations.

Working knowledge of office managerial skills, such as keeping balanced books, maintaining employee timecards, personnel management, and other related duties.

Working knowledge of the facility equipment and machinery and ability to perform minor repairs and or maintenance.

Working knowledge of safely handling pool purification and cleaning equipment.

2. Difficulty of Work

Incumbent is required to exercise independent judgment in making decisions and recommendations to oversee and direct the daily operations of pool facilities. Incumbent is responsible for proper application of chemicals to pool and hiring of competent staff to ensure safety of swimmers and adhere to state regulations. Incumbent follows standard safety guidelines and recommends adaptations of practices and procedures to maximize effective operations and ensure proper enforcement of regulations.

3. Responsibility

Incumbent performs various supervisory in managerial duties according to standard department policies and procedures but does make frequent decisions and recommendations regarding specific actions. Incumbent often uses personal judgment in cases of disciplinary problems, medical emergencies, special programs, and maintenance of facility, but follows procedural guidelines by reporting serious problems or recommendations to Superintendent. Work is reviewed to determine overall soundness of judgment and attainment of goals.

4. Personal Relationships

Incumbent maintains frequent contact with the department staff, Park Superintendent, State Health Department, and other state agencies, as well as the public for a variety of purposes including explanations of or compliance too department policies and procedures, coordination or revision of programs, provision of special training and instruction, and advancement of departmental goals.

Incumbent reports directly to Superintendent. If Superintendent is unreachable then they must contact Park Foreman.

5. Physical effort and work environment

Incumbent performs duties both in and out of doors, in varying weather conditions. Incumbent is regularly required to lift moderately heavy supplies and equipment for short periods.

Incumbent is subject to sun exposure, chemicals, and toxic fumes. Safety precautions must be always used to ensure safety of swimmers and employees.

No prolonged extreme physical demands are associated was normal operations but may be exerted during emergency situations.