

POOL MANAGMENT

Department: Parks & Recreation

Supervisor: Recreation Director

Characteristics: Plans, supervises, and participates in all functions of the City Pool; performs related work as required.

Distinguishing Features: Work in this class involves responsibility for exercising administrative leadership and supervising all pool functions and personnel. The work requires considerable decision-making and independent judgment in planning, coordinating, and directing departmental activities within the framework of State and City regulations. Administrative direction is received from the Recreation Director through evaluation of reports, personal conferences, and analysis of complaints. Availability to work a flexible, full-time schedule (40 hours per week) including: holidays, evenings, and weekends.

General Duties and Responsibilities (Illustrative Only):

1. Supervises and participates in scheduling, coordinating, and providing recreation activities at the City Pool.
2. Teaches Swim Lessons
3. Plans and implements daily and seasonal pool goals and objectives.
4. Assists in determining personnel requirements for the pool. Also, assists in employment training, supervising, coordinating, and evaluating personnel; prepares and/or approves employee time cards.
5. Maintains an adequate inventory of necessary supplies and equipment.
6. Provide written, periodic evaluations of the job performance of pool personnel.
7. Provide information to the public regarding pool regulations, schedule, special activities, etc., via verbal communication and the use of conspicuously posted signs.
8. Assists with maintenance of pool facilities; ensures cleanliness of facilities.
9. Prepares daily chlorine and pH count as required by State Regulations.
10. Maintains control of filtering system as required by State Regulations.
11. Maintains clean and sanitary conditions at pool and pool grounds.
12. Responds to public inquiries, concerns, and complaints in an attempt to resolve problems and improve services.

Desirable Qualifications:

Must be 18 years of age or older, hold a valid Kentucky Drivers license, possess a high school diploma (or equivalent), and hold current (or be willing to work towards) American Red Cross Lifeguard Training, WSI, CPR, and First Aid certification. Preference will be given to candidates who possess, or are working towards, a Bachelor's degree in Business or Recreation, along with prior management experience.

Special Skills & Abilities:

Skills:

1. Management skills.
2. Administrative skills
3. Communication skills

Abilities:

1. Ability to work with all age groups
2. Ability to develop, implement, and coordinate policies, procedures, rules, and regulations at a public pool.
3. Ability to effectively supervise employees.
4. Ability to prepare and maintain accurate records and reports.
5. Ability to establish and maintain effective working relationship with City officers, employees, and the general public.