



Pool Manager Position Description

Department: Parks and Recreation
Pay Grade: \$16.00
FLSA Status: Exempt – recreational establishment (seasonal classification)

General Definition of Work

Pool Managers are responsible for assisting the Parks and Recreation Manager in the overall daily operations of a municipal swimming pool, associated aquatic programs and activities, staff supervision, and training. The manager will ensure safe and proper municipal pool and recreation area operations.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below represent the required knowledge, skills, and/or abilities. Reasonable accommodation(s) may be made to enable an individual with disabilities to perform essential functions.

Essential Functions

- Ensures safe and proper operation of the park and pool complex by conducting routine inspections and initiating needed repairs and/or maintenance.
- Teach courses in lifeguard training and water safety instruction; the manager conducts in-service training activities, regular safety training, and emergency training throughout the season.
- Supervise peers/staff in a consistent and professional manner.
- Maintain accurate records and document reports on pool activities and operations, including all incidents, injuries, and rescues; staff work schedule; pool party schedule; pool passes; operational reports; safety reports; water quality inspections; pool and concession stand manuals; swim lessons; lifeguard testing and certification.
- Direct the cleaning, general operation, and maintenance of pool facilities while monitoring water quality by conducting regular tests of the pool water chemistry and making or requesting changes in chemical additives to maintain an appropriate balance in the pool.
- Prepare work schedules, assign personnel to duty stations, observe pool attendance, and add or adjust lifeguards to ensure proper coverage.
- Execute aquatic programs, classes, and events in a manner consistent with the quality standard expected of the Town of Strasburg staff.
- Provide input to consider changes or modifications in policies, procedures, programs, and solutions to problems.
- Supervises operation of concession stand in compliance with appropriate Virginia Department of Health and safety regulations.
- Assists with ensuring adequate food, chemicals, and related items remain in inventory.
- Communicate openly with our pool patrons and staff to ensure safety throughout the shift by walking the deck, interacting with patrons, and engaging with staff.
- All employees of the Strasburg Pool are expected to uphold and exhibit the Town's shared employee values of Knowledge, Respect, and Integrity.
- Performs other related duties as assigned.



Knowledge, Skills, and Abilities

Understanding the operation and maintenance of public swimming pools with the knowledge of the most current health and safety standards and practices related to public pool operation, understanding the principles, practices, and application of lifesaving and first aid techniques. Understanding of supervision, record-keeping methods, and procedures; ability to supervise staff and peers in a consistent and professional manner while working effectively and courteously with pool patrons and the public; ability to work independently in the absence of supervision. Ability to act quickly and calmly in emergencies.

Education and Experience

Any combination of training, education, and experience equivalent to two (2) years of experience, including or supplemented by courses in swimming and lifesaving with two (2) years of experience as a lifeguard and/or swimming instructor, is preferred.

Licenses or Certifications

Upon hire, must become a Certified Pool Operator (CPO), CPR/AED, First Aid Certification, and ServSafe Food Protection Manager Certification and/or Certified Food Protection Manager approved by the Virginia Department of Health. Lifeguard Certified and Lifeguard Training (LGT) Certification is preferred.

Physical Requirements

This work requires the ability to withstand extended exposure to hot and humid environments; frequent exertion of up to fifty (50) pounds of force; frequently requires standing and walking and occasionally requires sitting for extended periods of time, reaching with hands and arms; lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work may require preparing and analyzing written or computer data.

Schedule and Compensation

This is a seasonal, part-time position with no benefits. Depending on staffing, event(s), and facility needs, the schedule will require flexibility, with evening and weekend hours required. Paid training opportunities may also be available.

*** The duties listed above are intended only as general illustrations of the several types of work that may be performed. Specific statements of duties not included do not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the Parks and Recreation Manager as the needs and requirements change. ***

Acknowledgment

I acknowledge that I have received this position description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, responsibilities, and subsequent revisions.

Employee Name

Employee Signature

Date