CITY OF GREENSBURG - JOB DESCRIPTION
SWIMMING POOL MANAGER

Department: Swimming Pool
Reports to: City Administrator
FLSA Status: N/A (Part-Time and Regular Part-Time)
Salary Grade: oo
Retirement: N/A
OSHA: Blood Borne Pathogens
Hazard Communication

POSITION SUMMARY
The employee in this position is a seasonal employee working at the direction of the City Administrator. The position requires a variety of duties involving planning, scheduling of employees, employing qualified and properly trained employees, assuring safety of employees and patrons, day to day maintenance of pool facilities, coordinating with other city departments, collecting, managing and submitting revenues, purchasing commodities for resale. Responsible for supervising assistant manager, lifeguards, cashiers, concession workers, basket checkers, swimming instructors and pool patrons to provide an enjoyable and safe pool patron experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES
• Manages daily swimming pool operations, pool patron safety, and enforces pool rules.
• Hires, arranges training for, schedules and manages lifeguards.
• In conjunction with other city departments, maintains the daily operations of pool equipment, proper chemical levels, and cleaning of facility.
• Operates concession stand including inventory management and daily sales totals.
• Provides weekly attendance and sales reports to the City Administrator.
• Makes deposits at City Hall daily.
• In the event of an incident, follows adopted policies and procedures including responding to the incident and filing necessary documentation.
• Maintains documentation of pool passes sold and makes arrangements for parties outside normal operating hours.
• Investigates and responds accordingly to public comments and concerns pertaining to maintenance, safety and program delivery.
• Performs other duties as deemed necessary or assigned.

POSITION REQUIREMENTS
Experience/Education: Experience swimming pool operation and lifeguarding is desirable but not essential. High School graduation or GED required.
License/Certification: Must have current lifeguard certification issued by American Red Cross, current CPR and First Aid certification, current Water Safety Instructor certification is desirable. A valid Kansas Driver’s License is required.

Knowledge, Skills and abilities: Must have good verbal, reading and basic mathematic skills. Must have a friendly, positive attitude and treat people of all ages, races, creeds, physical condition and gender with kindness and respect. Be able to provide leadership when acting on issues or problems that might arise in the workplace but also to know when to call for management support when necessary. Be able to effectively work with peers and supervisors.

Problem Solving & Decision Making: Be able to resolve issues on a daily basis when serving customers, operating equipment, managing incidents, and supervising lifeguards. Ability to coordinate work schedules and prepare time sheets. Maintain inventory, prepare and submit pool and concession receipts on a daily basis. Ability to prepare any technical reports associated with the operation of the swimming pool. Ability to communicate verbally and in writing. Ability to establish and maintain effective working relationships with employees, supervisors and the public.

A considerable degree of independent decision making is required in this position. Decisions regarding opening or closing the pool is occasionally required. Appropriate scheduling of employees is required. Decisions about appropriate employee or patron behavior is sometimes required. Decisions regarding equipment needs, safety requirements and appropriate responses to public inquires are often required. Keeping the City Administrator fully informed of concerns and issues is required.

Supervision: This position is responsible for the supervision of part time seasonal lifeguards.

Financial Accountability: Must be able to post daily receipts, reconcile cash to receipts and provide list of goods sold to the City Administrator.

Personal Relationships: The ability to relate to the public and employees of other City departments is absolutely essential to this position. Must have an open friendly demeanor, ability to objectively listen and clearly understand what others are saying, enjoy being with and providing services and information to others.

Working Conditions: Position involves continual public contact. Employee is required to be outside during summer season and potential adverse conditions.

Physical Requirements: Standing, bending, stooping and lifting objects weighing up to twenty-five (25) pounds is required in this position. Must have mobility to perform errands and flexibility of body, manual dexterity and hand/eye coordination to operate equipment as necessary.