

CITY OF RED LODGE MONTANA

POSITION DESCRIPTION

POSITION: POOL MANAGER I (Seasonal full time Position / 40+ hours per week.)

GRADE: 9

DEPARTMENT: Public Works

ACCOUNTABLE TO: Public works director

SUMMARY

Must be able to supervise, organize and perform life saving measures. Supervises the maintenance and operations of the pool and pool support areas according to company standards and in compliance with state codes and related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Tests water chemistry in pool, using Taylor test kit, adjusting chemicals where necessary, maintains all chemicals within state guidelines. Records all necessary information on provided forms.
- Cleans pool filters according to prescribed procedures.
- Schedules Lifeguard shifts, all swimming events including swimming lessons.
- Schedules and supervises all activities, lifeguards and safety of patrons.
- Supervises the cleaning of pools, pool decks, furniture, pump areas, bathrooms and pool tile.
- Reports problems with all pumps, pump motors, chemical feed controls, pool plumbing, decking, ladders/steps, heaters, and main grates to the public works director.
- Maintains and clean chemical storage areas and monitors inventory levels.
- Maintains grounds outside and around pool.
- Performs and supervises all tasks in a safe manner.

SUPERVISORY RESPONSIBILITIES

This position supervises lifeguards as well as Pool Attendants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning events, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Must be 18 years of age, high school diploma or general education degree (GED). One to three months related experience with swimming activities and be an experienced swimmer. Ability to deal with children, provides for discipline.

LANGUAGE SKILLS

Ability to enforce read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write and maintain routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Daily contact with the Public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

CERTIFICATES, LICENSES, REGISTRATIONS

Certified pool/spa operator (C.P.O.). Valid Driver's license. CPR and first aid certification. Lifeguard Certification

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, extreme cold, extreme heat, and risk of electrical shock. The noise level in the work environment is usually loud