



TOWN OF LINGLE JOB DESCRIPTION FOR SEASONAL SWIMMING POOL MANAGER

GENERAL PURPOSE

Performs a variety of general, administrative and supervisory duties in planning, implementing and directing the town swimming pool operation and maintenance as a seasonal employee.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the Mayor.

SUPERVISION EXERCISED

Provides close, and general guidance and direction to all pool staff.

ESSENTIAL FUNCTIONS

Manages the day-to-day operation of the Swimming Pool and Whipple Park facilities; establishes and implements facility policies and procedures related to patron use, fees, safety, etc.; implements management control plans as needed to minimize risk and liability; monitors compliance.

Makes recommendations to Mayor on annual budget needs related to general facility maintenance and personnel needs; monitors department expenditures to assure conformance to established fiscal program; pursues and organizes creative alternatives to develop facility revenues; may solicit and apply for various grant programs or develop working relationships with local foundations and other charitable giving organizations.

Participates in the hiring process; monitors and evaluates employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular staff meetings; coordinates participation in off-site training as needed to assure technical competency of instructors and lifeguards; makes recommendations affecting job retention, advancement and discipline.

Performs ongoing public relations efforts; works with various citizens, organizations and businesses to schedule and promote activities in the Swimming Pool and Whipple Park; plans special events; establishes family activities, club and special events; creates schedules for swimming instruction for all age groups; develops services and programs to assist community groups, etc.

Monitors facility operations to assure compliance with state and federal operations and safety guidelines; assures proper training of personnel; monitors facility safety practices; as a certified pool operator, monitors pool water quality and chemical balances through sampling and testing; assures overall quality of pool maintenance; performs monthly cleaning of chlorinator utilizing caustic chemicals, i.e., acid, requiring use of respirator.

Works with the Mayor, Clerk/Treasurer and Town Maintenance employees to purchase equipment, supplies and materials needed for the daily operations of the Swimming Pool and Whipple Park; maintains proper inventory of office and operation supplies (i.e. first aid, chemicals, custodial, concessions, etc.).

Oversees and monitors proper handling of cash receipts; prepares and makes daily deposits; records work hours, submits time sheets; works with town staff to supply information for reports as needed to apprise town management of facility status and attendance.

Leads and performs routine aquatics work in teaching swimming lessons and serving as a pool life guard; monitors activities in swimming areas to prevent accidents and provide assistance to swimmers; assists with a variety of swim program activities including scheduling, training, etc.; performs as a lifeguard, swimming instructor, and staff trainer; provides personal instruction to patrons and through hired personnel.

Performs related duties as required.

1. Knowledge, Skills, and Abilities:

Considerable knowledge of community recreation programming; the rules and regulations of a variety of aquatics and recreational activities; equipment, facilities, operations and techniques used in a comprehensive community aquatics recreation programming; modern office management practices and procedures; basic accounting and bookkeeping; state and federal regulations governing facility and pool operations; climate control systems; aquatics structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations; some knowledge of basic office equipment.

Ability to develop, organize and implement various aquatic programs, establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing.

2. Qualifications:

Graduation from High School.

Must possess and maintain a valid Wyoming Driver's License.

Must be or become a certified pool operator (CPO).

Must be or become certified in CPR/First Aid.

Must be or become a certified Lifeguard.

Must be able to work extended summer hours including weekends and holidays.

3. Work Environment:

Incumbent of the position performs in an open-air environment. OSHA related hazards may be encountered under controlled conditions. Tasks require variety of physical activities, generally involving muscular strain, such as swimming, walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity are required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Travel, as approved, may be required in normal course of job performance. Workers are frequently exposed to moving mechanical parts, toxic or caustic chemicals, risk of electric shock and sun.