

City of Lakeport
Westshore Swimming Pool

**POOL MANAGER
JOB DESCRIPTION
(POSITION FOR SUMMER SWIMMING SEASON ONLY)**

Position: Pool Manager
Reports To: Public Works Director
Supervises: Westshore Pool and Pool Staff
Location: 350 Lange Street-Westshore Swimming Pool

Position Summary:

Plans, directs and coordinates activities at the City Pool. Participates in interviewing and hiring of pool staff. Supervises lifeguards and pool staff. Purchases supplies for pool operations. Processes time sheets and performs scheduling. Develops, organizes and oversees summer recreation programs.. This is a seasonal, part-time position.

Essential Functions

Effective leadership; work effectively in highly stressful environment, Planning and scheduling; problem solving; Supervision of pool staff; basic office skills; Possession of current Lifeguard Training, CPR and First Aid for the Professional highly desirable.

Duties and Responsibilities:

- Supervises and directs pool staff.
- Plans, coordinates, directs and evaluates the work of the City pool staff.
- Manages and monitors revenues and expenditures.
- Maintains records and prepares routine reports regarding swimming pool facility activities.
- Prepares and coordinates with Head Lifeguard for weekly staff safety meetings throughout the program season
- Record and document staff time off request
- Provide first aid care as needed.
- Lead EAP (Emergency Action Plan).
- Administer discipline when warranted.
- Prepare proper forms and documentation on all accidents and incidents.
- Other duties as assigned by the Public Works Director.
- Enforces and administers the pool safety rules and regulations.
- Deal effectively and courteously with the public.
- Prepares and provides end of season employee evaluations.
- Holds weekly safety meetings.

Materials, Equipment and Tools:

The Pool Manager should be able to utilize cash register, standard office equipment, telephone, and pool vacuum.

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Special Requirements:

Must possess a current California Driver's License; certificates of current Lifeguard Training, CPR and First Aid for the Professional are highly desired. Must be 18 years of age or older. Preference is to have prior experience in a public pool management position.

Knowledge /Ability of:

- Principles and practices of public swimming pool operations
- Public health regulations
- Principles of organization and management
- Safe work practices
- Perform water safety and lifesaving techniques
- Supervise personnel in the management and operation of all pool programs
- Maintain and control emergency situations

Physical Requirements:

This position can be physically demanding at times, employee must be in good health Use of hands, arms, and legs and other motor skills used for swimming. Ability to sit and work long periods of time in varying degrees of weather. Exposure to loud noises, bending, kneeling, working on slippery surfaces, squatting, uses senses of vision, hearing and smell to diagnose problems.

Background Investigation:

The selected applicant must be able to pass a driver's license certificate check with the State of California Department of Motor Vehicles and submission of a Live Scan (finger printing) through the Office of Education and a general background investigation.

Medical Examination:

Prior to employment a medical examination, including a drug screening, will be required of the selected candidate.