

**Tuscaloosa County Park & Recreation Authority
Job Description**

Job Title: Pool Manager
Department: Aquatics
Reports To: Aquatics Supervisor
FLSA Status: Non-Exempt
Job Level: Part-time, Level 22 \$12.19 min - \$14.63 max

SUMMARY

The Pool Manager is responsible for the complete operation and administration of the pool facility. Administrative and/or supervisory background in swimming pool operations including direction of pool staff and pool maintenance operations is preferred. The Pool Manager should also have prior experience as a lifeguard, as a swim instructor and have the ability to train, supervise and evaluate employees.

ESSENTIAL FUNCTIONS

Responsible for administering the pool programs at an assigned location. This includes supervision of events, training and supervision of pool staff, public relations, safety, programming, and cash management.

Ensures that every aspect of the pool's operations are safe. This includes constant checking of the swimming pool equipment and filtering system, preventing facility hazards from occurring such as faulty ladders or diving boards, bottom pool is clear of glass or other harmful items, crowd control and the enforcement of safety rules.

Evaluates existing situations and makes decisions concerning hazardous weather conditions, accidents and other situations, which may arise. Ensures the pool is properly and sufficiently staffed at all times.

Conducts Ph and chlorine tests and records in logbook four (4) times during the day to insure proper chlorination. Notifies Aquatics Coordinator or Aquatics Facility Operator (AFO) when Ph or chlorine needs adjusting.

Ensures that financial reports, monetary deposits, etc. are complete and accurate at the end of each cashier shift. Appoints staff member to keep accurate tallies and/or obtains participant numbers from groups entering the pool for accurate invoicing.

Conducts in-service training and supervision of competent lifeguards and cashiers and the establishment of emergency measures and procedures.

Plans and assigns all schedules for those who work at the assigned location and turns into the Program Supervisor one (1) week prior to implementation.

Completes facility reports, accident reports, incident reports and operational logs as needed.

Schedules pool staff to meet demands of pool/public at assigned location to insure the pool is properly and sufficiently staffed at all times.

Oversees the custodial cleaning of the entire pool facility including the bathhouse, dressing rooms, checking area, restrooms, snack bar area and the pool itself.

Supervises special events, and prepares pool and area for special events.

Administers proper first-aid to the injured at the level trained to do so; calls the emergency number in case of serious accidents.

Reports and handles definite or potential physical hazards, unsafe conditions or complaints of patrons.

Never leaves the pool unattended.

Observes persons entering pool area to assure that they are proper bathing attire and that no one enters the pool in an unclean condition or with open cuts, sores or apparent ailing conditions.

Checks pool bottom frequently. All non-swimmers must be in shallow water. May serve as lifeguard as required.

Maintains the swimming pool, deck, keeps gutters clean, assists in cleaning and maintaining of the restrooms, showers, locker rooms as well as other maintenance duties.

Makes thorough examination of pool and pool areas before it is closed. Ensures all safety equipment is in order and the pool is safe to open.

Adheres to all policies and procedures as established in the PARA Employee Handbook and Administrative Handbook.

SUPERVISORY RESPONSIBILITIES

May directly supervise head lifeguards, up to 12 lifeguards and pool cashiers. Is responsible for the overall direction, coordination, and evaluation of this assigned location. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; 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 below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or equivalent and one year related experience or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

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

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Current certifications - Lifeguard Training, CPR for the Professional Rescuers, First Aid, W.S.I, Rescuer Certification. Lifeguard Training Instructor preferred but not required.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee frequently is required to climb, balance, stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. Employee is required to have above average aerobic capacity.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Work Place."
All employees are subject to random drug screens.