



DATE	March 2023
JOB CODE	SET00150
FLSA	NON-EXEMPT
EEO	03

JOB TITLE: Pool Manager
DEPARTMENT/DIVISION: Parks and Recreation
REPORTS TO: Parks Supervisor

SUMMARY: Responsible for the supervision of all assigned pool personnel and enforcement of all rules and regulations.

ESSENTIAL JOB FUNCTIONS:

- Oversees the pool operation and is ultimately responsible for the safe and efficient management of the facilities as well as customer service relations
- Ensures that the aquatic facility is operating in a timely manner
- Administers employee evaluations for pool personnel and follows recommended discipline procedures
- Develops and conducts in-service training programs for the staff assigned to the pool
- Establishes standard emergency operating procedures
- Maintains daily records of maintenance and administrative matters
- Prepares requisitions for the procurement of supplies and equipment
- Establishes emergency standard operating procedures
- Maintains routine records and prepares routine reports
- Supervises the collection and deposits of all monies
- Performs chemical testing per operation guidelines
- Responsible for the cleanliness of the pool, bathrooms, and office area
- Performs other duties as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Plans, organizes, schedules, and directs the activities of all pool personnel

WORKING CONDITIONS:

- Operates equipment such as automatic vacuums, manual vacuums, misc. pool cleaning equipment, and computer
- Works outside and is exposed to extreme heat, cold, and temperature swings
- Works long hours during the summer months (approximately 40+ hours per week)
- Must wear proper uniforms at all times

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the pool's safety rules
- Thorough knowledge of RecTrac Software Program

Pool Manager

- Thorough knowledge of the mechanical operation of all equipment used at the pool

PREFERENCES:

- CPO or AFO Certification preferred

MINIMUM QUALIFICATIONS:

- Three years of experience in water activities functioning as either coach, teacher, or lifeguard
- High school diploma or GED
- Must possess a valid Texas Class C driver's license

CONDITIONS OF EMPLOYMENT:

- Must obtain the certifications for operating municipal pools per State codes
- Pass pre-employment drug screening
- Pass motor vehicle records check
- Pass a criminal history background check