

Position Title: Pool Manager

Wage range: \$11.00 – \$15.00/hr.

Department: Park and Recreation, Municipal Pool

Reports to: Director of Parks, Recreation, & Forestry Department or other designee

Position Summary:

The pool manager objective is to manage all aspects of the Austin pool operation. The manager will function within the department's team approach to market the facility, recruit, hire, train and supervise seasonal staff, evaluate the pool operations on a continuing basis including concessions and maintenance operations to ensure the facility is operating in a safe and effective manner.

Essential Position Functions

- Follow, within department and City policy, standards of performance for seasonal staff.
- Recruit, recommend for hire and train seasonal staff.
- Supervise pool staff and resolve employee conflict.
- Follow or establish new systems and procedures for guard and deck staff to ensure safe operations.
- Create in-service training schedule.
- Recommend participant behavior policies that are consistent with the overall department's behavior policies.
- Responsible for control, deposit and accounting of daily admission and concessions receipts to be turned in to the park and recreation office.
- Respond to citizen complaints or suggestions concerning problems or suggestions for enhancements. Inform the park and recreation office or refer those citizens to the Director.
- Enforce all state regulations and policies concerning the pool bathhouse and concessions.
- Follow or recommend other procedures for admissions; season passes, daily admission, groups and special events.
- Monitor pool maintenance (i.e. pool filters, water testing)
- Monitor concessions to ensure efficient operations and revenue generation.
- Responsible to order and monitor the concession inventory.
- Responsible to emergency situations within the facility by assisting staff, providing crowd control, responding to alarm calls and notifying the proper department staff of the emergency.

Other Position Functions

- Requisition supplies, materials and service within approached levels of the budget. To be reviewed with the Director.

- Maintain high levels of cleanliness in the municipal pool facility, concessions area, locker rooms, bathrooms and the perimeter area outside of the fence.
- Keep supervisor informed of work progress, problems or concerns.
- Attend meetings and/or training as required to perform the position functions.
- Performs other tasks as assigned.

Minimum Qualifications

- High School Graduate.
- Valid driver's license.
- Certification in CPR for adult, child and infant or ability to obtain within 30 days.

Preferred Qualifications

- Facility management experience helpful, including supervision of personnel, programs and promotions or equivalent.
- WSI and/or equivalent certification as a lifeguard instructor, or lifeguard.
- An understanding of applicable software. (i.e. excel and/or word)

Knowledge, Skills and Abilities

- Strong supervisory and management skills.
- Broad knowledge of youth behavior and ability to relate to youth and adults.
- Must be able to socially, physically and mentally perform all essential position functions in the working conditions described.
- Ability to work independently.
- Ability to communicate effectively orally and in writing.
- Skill in computer applications.
- Ability to work with vendors.
- Ability to perform all essential position functions under working conditions and physical demands as described.

Supervision of Others

- Direct supervision of lifeguards, concession and admission personnel.
- Work closely with pool maintenance personnel to maintain a healthy environment.

Work Environment/Requirements

- Working conditions: consists of both field and office setting.
- Outdoor weather conditions; rain and cool temperatures may affect work plans and schedules.
- The physical demands here are representative of those that may be met by an employee to successfully perform the essential functions of this position. Reasonable

accommodations may be made to enable a person with disabilities to perform the essential function.

- While performing the duties of the job, the employee is regularly required to stand, talk, walk, write, hear and operate desk equipment such as calculator, computers and cash registers.
- Frequently lift and/or move up to 50 pounds such as folding tables, deck furniture and supply boxes.
- The employee is occasionally required to climb, balance, run, walk, sit, stoop, kneel, crouch or crawl.
- Specific vision abilities include close vision, distant vision, color vision, and peripheral vision.
- Work hours and schedules
 - Work hours are a combination of daytime, evening and weekend.
 - Hours worked average 45 hours per week.
 - Payroll checks are biweekly.