

JOB DESCRIPTION



JOB IDENTIFICATION

<i>Job Title:</i>	Pool Manager	<i>Pay Grade:</i>	Seasonal
<i>Department:</i>	Parks and Recreation	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Phenix City Pools	<i>Reports to Position:</i>	Recreation Coordinator
<i>Effective Date:</i>	May 29, 2018		

JOB SUMMARY

Under immediate supervision of the Recreation Coordinator, this employee is responsible for planning daily maintenance schedules of all swimming pools for the City of Phenix City. This employee will also be responsible for the supervision and scheduling of all lifeguards to ensure overall safety of swimming pool patrons and lifeguards.

ESSENTIAL JOB DUTIES/RESPONSIBILITIES

The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.

- Keeps all swimming pools in proper and safe operating condition to include correct chemical balances
- Scheduling of all lifeguards
- Supervision of all lifeguards and concessionaires working at Phenix City pools
- Ensures that pool facility rules are followed by patrons to include addressing patron complaints

- Ensures that pool facilities are appropriately opened and closed each day to include facility clean up

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education/Training

High School Diploma or GED

Experience

Prior supervisory experience in a recreation environment preferred

Licenses or Certifications Required

CPR certification required

Advanced Life Saving Water Safety certification preferred

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Supervisory and safety practices needed to keep work running efficiently
- Basic mechanics of pool pumps, chemicals, etc.

Ability to:

- Work independently of direct supervision
- Resolve complaints in a professional manner
- Effectively interact with individuals of various races, education levels and social groups
- Track/balance incoming monies based on pool admittance fees and/or other purchases
- Work flexible hours

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodations needed to perform the essential duties of this position.

Environment: Work will primarily be in an outdoor setting with exposure to extreme heat and inclement weather conditions

Physical Demands: See accompanying page for details

Key Working Relationships: Lifeguards, Pool Patrons, Recreation Coordinator,
Concessionaires

APPROVAL/ACKNOWLEDGEMENT

Department Head

Parks & Rec Director

Title

Date

Human Resources Director

HR Director

Title

Date

City Manager

City Manager

Title

Date

Incumbent Employee Printed Name and Signature

Date

PHYSICAL REQUIREMENTS – PARKS AND REC– SEASONAL POOL MANAGER

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

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0%-10%
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11%-33%
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LIFT/CARRY				
1-10 lbs		X		
11-20 lbs		X		
21-50 lbs		X		
51-75 lbs	X			
76-100 lbs	X			

PUSH/PULL				
1-10 lbs	X			
11-20 lbs	X			
21-50 lbs	X			
51-75 lbs	X			
76-100 lbs	X			

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders	X			
Reach Below Shoulders		X		
Repetitive Arm Use	X			
Repetitive Wrist Use		X		
Repetitive Hand Use				
a) grasping	X			
b) squeezing	X			
Climb Stairs/Ladder		X		
Uneven Walking Surface	X			
Even Walking Surface			X	

HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	

EQUIPMENT USE & OPERATION				
Motor Vehicle	X			
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)	X			

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools	X			
Impact Tools	X			
Chemicals		X		
Fumes		X		
Heights	X			

ENVIRONMENT				
Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold	X			
Dusty	X			
Excessive Noise	X			
Other (explain)	X			

ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	2	6
Stand	3	6
Walk	1	6

Additional Considerations (including clarification of any of the above)