



JOB DESCRIPTION

POOL MANAGER

(Summer Seasonal Position)

DEFINITION

Under general management of the Community Services Director, and the specific supervision of the Community Services Supervisor, responsible for the efficient and effective operation of the programs, management, and routine maintenance of the City of Ukiah Municipal Pools, a summer seasonal pool facility.

EXAMPLES OF DUTIES:

These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples are neither restricted to nor all-encompassing of the duties to be performed under this job title. **(E) Essential Duty; (M) Major Portion of time**

- Meet on a regular basis with the Community Services Supervisor and Recreation Supervisor, to communicate services and evaluate programs. (E)
- Plan, organize, and promote a variety of aquatic programs. (E)
- Plan and assign all schedules for those who work at the pool, including Assistant Managers, Lifeguards, Water Safety Instructors, Office Assistants, concession staff and Volunteers, ensuring that the pool is properly and sufficiently staffed at all times. (E)
- Interview and recommend for hire, train, and supervise Assistant Managers, Lifeguards and Swim Instructors, office and concessions staff. (E)
- Conduct timely evaluation of pool staff. (E)
- Maintain and complete accurate records of pool operations, including time sheets, daily reports, accidents, incidents, attendance, finances, and required records for Health Department. (E, M)
- Report any hazardous situations to the Community Services Department. (E)
- Inventory and recommend for purchase all necessary forms, supplies, and equipment. (E, M)
- Oversee the general custodial cleaning of the entire aquatic facility, including vacuuming, hosing of decks, cleaning filters and restrooms, etc., as needed. (E, M)
- Conduct pH and chlorine tests and record in log book. (E)
- Schedule and run weekly staff meetings, in-service training including lifeguard first aid skills, facility maintenance, emergency procedures and other applicable information. (E, M)
- Oversee crowd control and enforcement of safety regulations. (E)
- Assist the public in a courteous manner. (E)
- Perform the duties of swim instructor and lifeguard as needed. (M)
- Interpret all laws, ordinances, rules, and regulations regarding the health and safety of all persons using the facility. (M)
- Organize special approved aquatic programs to meet community needs. (M)
- Communicate and cooperate with Day Camp supervisors and staff to ensure ongoing control and safety of all children enrolled in the City of Ukiah Day Camp Program.
- Other related duties as required. (M)

QUALIFICATIONS

Knowledge of:

- Basic philosophy of a sound community recreation program and the ability to interpret that philosophy to staff and the public.
- Basic pool chemical testing techniques and maintenance operations.
- Aquatic facility operations including scheduling of programs and personnel.
- Local State requirements on pool management.
- Current Red Cross First Aid practices.

Ability to:

- Perform a wide variety of pool supervision, including hiring, scheduling, training, and directing of pool staff.
- Establish and maintain cooperative relationships with those contacted in the course of work, both within the City of Ukiah and with the general public.
- Communicate effectively both orally and in writing.
- Work outdoors in summer heat.
- Handle emergency situations effectively and efficiently.
- Lift and carry first aid or drowning victims as required by Certificate regulations.

Education and Experience:

- Equivalent to graduation from high school.
- At least two years of experience in a leadership capacity.
- At least three years experience as an Instructor/Lifeguard with supervisory experience, or prior Pool Manager experience.

NECESSARY SPECIAL REQUIREMENTS

- Must possess current certifications for Lifeguard Training, Water Safety Instructor, C.P.R. for the Professional Rescuer, and Title 22 First Aid. Instructor level certificates for life-guarding and water safety instruction is desirable.
- Possession of a valid Class C California Driver's License.

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