

Position Title: **POOL MANAGER**

Pay Rate: \$25.00 per hour

GENERAL PURPOSE

This is supervisory recreation work regarding the Borough of Fountain Hill aquatics program. Responsible for supervising and training the lifeguard team and team of cashiers; conducting facility safety checks; and communicating staff and equipment needs to the Borough Manager. Responsible for ensuring the safety of facility patrons by preventing and responding to all emergencies; prevent drowning and other injuries from occurring at the aquatic facility.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by the incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

SUPERVISION RECEIVED

Works under the direct supervision of the Borough Manager.

SUPERVISION EXERCISED

Responsible for direct supervision of Head Lifeguards, Lifeguards and Cashiers.

MINIMUM QUALIFICATIONS

Education and Experience:

- Education equivalent to completion of a standard high school.
- Four seasons or 1 calendar year of lifeguard experience at a community or municipal pool desired.
- 18 years of age or older, preferred.

Necessary Knowledge, Skills and Abilities:

- Maintain current, valid certification in and/or the ability to pass all of the following:
 - American Red Cross Lifeguarding
 - American Red Cross First Aid
 - American Red Cross CPR&AED for the Professional Rescuer
- Successful completion of pre-employment lifeguard knowledge and skills check
- Successful completion of background checks: current Act 34, 151, and 114 FBI clearances
- Successful completion of pre-employment drug screening
- American Red Cross (ARC) Lifeguard Instructor, preferred; ARC Water Safety Instructor, preferred.
- Possession of a current PA Dept. of Agriculture Category 24 Pesticide Applicator License, preferred.
- Demonstrate accurate knowledge and proficiency of ARC Lifeguard water rescue skills.
- Demonstrate general knowledge of swimming strokes and techniques.
- Demonstrate accurate and proficient knowledge of general First Aid/CPR/AED skills.
- Ability to perform ARC Lifeguard Course Pre-Requisites as part of a pre-employment skills check.
- Demonstrate effective leadership, organizational, and supervisory skills.
- Ability to exercise tact and judgement in maintaining order and discipline while enforcing pool safety regulations.
- Ability to maintain effective working relationships with associates, participants, and the general public.
- Ability to appropriately schedule only necessary staff for all facility programming.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Review pool guidelines and policies & procedures with staff prior to aquatics program work

- Demonstrate safety driven and responsible decision-making regarding daily operations of aquatic facilities.
- Ability to identify problems, problem solve with team members and create effective solutions as needed.
- Develop and maintain aquatic staff work schedules 2 weeks in advance. Schedule must include a supervisor to be on-site during all operating hours.
- Organize effective and efficient lifeguard rotations and/or lifeguard stations utilizing Ask Drills, Zone Test Drills, LIVE Recognition Drills, Lifeguard Station Response Time Testing, and Multiple Rescuer Response Drills.
- Organize and facilitate 1hr/week staff trainings and meetings as required. All meetings must be documented.
- Act as liaison between Borough Manager and non-supervisory pool staff: lifeguards and cashiers.
- Perform primary responsibilities of Head Lifeguard/Lifeguard/Cashier when necessary and appropriate.
- Maintain accurate records for all aspects of facility management including, but not limited to: scheduling, time sheets, water quality logs, first aid logs, incident/accident reports, bottom check logs, facility safety checks, facility cleanliness, manifest reports, supply and inventory logs.
- Maintain security of all facility keys, their safe handling, distribution and collection.
- Maintain security of staff bathhouse, cashier area, manifest locker, filtration room, and chemical storage areas.
- Cooperate and assist with all facility program planning and operations; including special events.
- Request additional staff, as needed, in a timely manner in order to effectively implement aquatic programming.
- Clear the pool and facility in the event of inclement weather or a severe aquatic emergency.
- Report vandalism and repairs needed to Borough Manager upon first notice.
- Responsible to complete and supervise minor pool maintenance. Report major pool maintenance needs to Public Works Supervisor upon first notice.
- Responsible to conduct all daily opening and closing procedures; assign task(s) to staff as needed and appropriate.
- Report all needed supplies to Borough Manager and/or Public Works Supervisor and coordinate requisition of supplies in a timely manner.
- Attendance at the facility, on-site, is an essential and required function of this position.
- Provide quality customer service with courtesy and understanding to our customers, citizens and internal departments.
- Performs related work as required, specifically, for the successful operation of assigned aquatic facility.

TOOLS AND EQUIPMENT USED, to include, but not limited to:

- Safety/Rescue Equipment: Rescue Tubes, Hip Packs, Whistles, Spinal/ Extrication Backboards, Life Vests
- First Aid Supplies: Resuscitation Masks, Bag-Valve Masks, Automated External Defibrillator (AED)
- Pool Maintenance Equipment: Skimmers, Extension Poles, Pool Vacuum, Water Quality Test Kits
- Filter Room, as needed: Chlorinator, Hair Catcher, Filtration System, Slides/Special Features
- Lifeguard Stands
- Programming Supplies and Equipment
- General Office Supplies
- General Cleaning Supplies and Equipment
- Cash Register(s)
- Concessions Stand Equipment, as required, specific to facility.

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 constantly required to sit and talk or hear. The employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Employee is required to demonstrate all applicable swimming, CPR/First Aid/AED and Lifeguarding rescue skills. The employee must occasionally lift and/or move up to 50

pounds or more. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

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 occasionally works near moving mechanical parts and pool mechanical systems. The employee occasionally is exposed to wet and dry conditions, fumes, toxic or caustic chemicals. The noise level in the work environment varies. Weather conditions in the work environment varies. The employee may be exposed to stressful situations as a result of human behavior.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job.