

**CITY OF WABASHA JOB CLASS**

JOB TITLE: Pool Director

TYPE OF POSITION: Seasonal, Salaried

PAY RANGE: $6000-$7500 for season, depending on qualifications

REPORTS TO: Public Works Director

EFFECTIVE DATE: January 11th, 2022

# Overview of the Position

The Pool Director performs administrative and managerial tasks related to the swimming pool operations. This employee maintains a department budget, revenue reporting, and overall operation of the pool. The employee in this position directs various employees including, lifeguards, WSI instructors. Duties of the position include operating and maintaining the City’s swimming pool, which includes program development, such as swimming lessons and aerobics, and implementation. Follows state laws and regulations, and policies on swimming pool operations.

# Essential Functions & Responsibilities

* Plans, organizes, and directs all activities at the Wabasha Municipal Pool;
* Supervises and evaluates subordinate personnel;
* Responsible for the training of department personnel;
* Determines and prioritizes necessary expenditures;
* Fields questions, concerns, and complaints from the general public;
* Responsible for planning work schedules and assigning job duties;
* Orders and purchases necessary supplies for the department;
* Recruit lifeguards and arrange on-site Red Cross certification or enrollment of lifeguards to travel to Red Cross certification classes;
* Prepare and enforce pool rules and regulations for the public;
* Schedule private pool parties and the necessary lifeguard requirements;
* Schedule aerobic or exercise classes and necessary lifeguard requirements;
* Scheduling swimming lessons and assist where requested;
* Supervise and assist with daily cleaning and maintenance of pool, bathhouse, restrooms, pool deck, and perimeters of facility. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures;
* Supervise lifeguards and cashiers to ensure proper pool operation procedures are followed and consistent enforcement of rules is maintained. Study and standardize procedures to improve efficiency and effectiveness of operations. Assist and adjust errors and complaints;
* Develop lifeguard schedules and ensure proper substitute procedures are adhered to;
* Implement emergency management procedures and provide training of those procedures to lifeguards.
* Maintain an up-to-date inventory of all pool equipment and supplies, including forms and reports, first aid supplies, and cleaning supplies. Purchase or restock supplies as needed, using local vendors if available. Assure that assigned areas of responsibility are performed with efficient use of budgeted funds and maintain sound fiscal control;
* Report equipment problems or needed repairs to the Public Works Director;
* Complete all necessary paperwork including daily deposit records, timecards and any other pool statistics as requested and submit to appropriate departments.
* Deal with the patrons pleasantly, while being fair and direct. Initially handle all grievances and/or disciplinary cases involving pool patrons.
* Report serious accidents or incidents to the Public Works Director immediately following rescue, treatment or assistance, and complete required reports.
* Maintain harmony among workers, motivate and evaluate lifeguards, and resolve pool staff grievances. Communicate staff difficulties and operation problems to the Public Works Director.
* Assist with supervising swimming lessons and scheduling instructors as requested.
* Coordinates with contractors and other governmental agencies on projects relative to equipment, maintenance and operation; (NOT SURE WE NEED THIS)
* Enforces department policies and procedures;
* Enforces safety procedures and practices.
* Instruct employees on all city policies and procedures, applicable State and federal laws and regulations, safety policies.
* Meet, advise and consult with elected officials, state agencies and the public;
* Prepare and submit required and requested reports to the Minnesota Department of Health;
* Tracks employee's hours for training, develops and sets the lifeguard schedules;
* Determines whether facilities are safe to be open to the public during inclement weather
* Directs the removal of leaves and other debris from water, using net. Cleans bottom and sides of pool, using such aids as underwater vacuum cleaner, hose, brush, detergent, acid solution.
* Performs work according to policies, procedures, and the personnel manual.
* Performs all other duties as assigned.

# Supervisory Responsibilities

The Pool Director manages subordinate employees at the Wabasha Municipal Pool. This position is responsible for the overall direction, coordination, and evaluation of these units. Furthermore, the Pool Director will carry out supervisory responsibilities in accordance with the organization’s policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning,

assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

# Experience

*Minimum experience* – Must be 18 years old and possess a high school diploma or equivalent GED. Employee must possess a valid driver’s license. Considerable organizational, management, and supervisory skills.

*Preferred experience* – More than two years of experience involving public swimming pool operations, management, and maintenance. Certified Pool Operator as well as American Red Cross Lifeguard & WSI certifications. Previous supervisory and management experience.

# Necessary Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Knowledge of swimming pool safety, and maintenance schedule.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals, and time records.
* Ability to apply common sense understanding to carry out simple five to ten step instructions.
* Ability to work weekends and overtime. Must be available to work days, evenings, weekends and holidays. This is a seasonal position and may require a 40-hour plus work week.

# 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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must have the ability to lift and /or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.