



Position Title: Swimming Pool /Splash Pad Facility Manager
Department: Parks Department
Supervisor: Parks and Recreation Director
Supervision Exercised: Seasonal Maintenance Employees of the Pool
FLSA Status: Non-Exempt
Average Hours Per Week: 40
Position Type: Seasonal Part - Time
Pay Grade Level: 8
Location: City Hall, 2135 South Ammon Rd.
Last Updated: January 11, 2023

General Purpose

The Swimming Pool/Splash Pad Facility Manager monitors and supervises the overall operations of the swimming pool and splashpad facility, programs, events and seasonal staff.

Supervision Received

- Works under the supervision of and reports directly to the Parks and Recreation Director.

Supervision Exercised

- Supervises all seasonal employees of the Pool/Splash pad facility.

Essential Duties and Responsibilities (Illustrative Only)

- Monitoring and supervising the daily operation and maintenance of the swimming pool and splashpad facility.
- Working with the Parks and Recreation Director to develop, monitor and implement the facility budget.
- Planning, organizing, promoting and conducting swim lesson programs for all ages in addition to special pool events and activities.
- Scheduling and conducting swimming lessons and evaluations.
- Training and supervising pool staff and providing regular in-service training.
- Developing daily and weekly schedules for staff.
- Performing basic maintenance on pool equipment, including pumps and boilers, and conducting hourly tests of water chemistry.
- Maintaining appropriate facility maintenance records.
- Keeping the facility clean within and outside of fenced pool and splashpad areas.
- Recommending and purchasing necessary equipment and supplies.
- Developing policies and procedures with the Parks and Recreation Director, necessary for the operation of the facilities.

- Enforcing policies and regulations regarding operation of the swimming pool and splashpad facilities.
- Communicating regularly with the Parks and Recreation Director.
- Evaluating and communicating needs of the facility to the Parks and Recreation Director.
- Assisting Parks and Recreation Director in the hiring process of facility staff.
- Responding promptly to public and organizational needs.
- Developing and maintaining positive working relationships with supervisor, co-workers, general public, and other individuals or groups encountered through this position.
- Performing all duties with regard for personal safety and that of other employees and the public.
- Performing all work duties and activities in accordance with City and Department policies, procedures and safety practices.

Peripheral Duties

- Performs other duties as assigned, consistent with this job description.

Knowledge, Skills & Abilities

Knowledge of:

- Rescue, life saving, and first aid and cardiopulmonary resuscitation (CPR) skills related to a swimming environment;
- City rules and regulations in an aquatic environment;
- Customer service principles and practices;
- Supervisory principals, practices and techniques;
- Effective aquatic training techniques for the public and staff.

Ability to:

- Monitor and supervise the daily operation and maintenance of the swimming pool and splashpad facility with safety first.
- Conduct swim lessons and develop and implement aquatic programs, events and activities;
- Listen carefully to, understand, and effectively communicate through oral, written, and interpersonal communication channels.
- Follow oral and written instructions.
- Work with minimal supervision.
- Recognize and respond quickly in an emergency situation, including the ability to discern sounds and visual cues of an emergency nature against a distracting background of normal noise and physical activity;
- Prepare written incident reports;
- Fairly and uniformly enforce facility regulations;
- Use tools common to the performance of the duty, including whistle, megaphone and first aid equipment;
- Lift objects over 20 pounds;
- Work in an outdoor environment in occasionally adverse weather conditions;
- Work with customers of all age ranges, from infants through adults.
- Complete assigned tasks as directed and meet deadlines.
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Minimum Acceptable Experience and Training

- High School diploma or GED is required; and
- Experience working at an aquatic facility or similar recreational facility preferred; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- First aid certification.
- CPR for the Professional Rescuer certification.
- Pool Operator Certification.

Essential Physical Abilities

An employee in this class should have sufficient physical and mental capability, with or without reasonable accommodation to:

- Listen and respond to verbal instructions; to communicate effectively in person, on the telephone and in a swimming environment.
- View and review a wide variety of written materials, to discern potential and real emergencies, and to observe public areas for safety and improvement.
- Perform essential job functions in an outdoor and office setting that may require lifting/moving 20 lbs. with or without assistance; bending, stooping, kneeling, climbing, stretching and other physical exertions including performing tasks involving hand/wrist/arm movements.
- While performing the duties of this job, the employee is frequently required to work at an outside swimming area and may be exposed to extreme weather conditions.
- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports.

Tools, Equipment, and Information Technology (IT) Required for the Position

- Outdoor maintenance equipment as required for this position.
- Cell Phone
- Computer System
- 11x17 Printer
- Copier – For report writing and general copies other than printers
- Standard Printer for documents
- Other technology needs consistent with this job description from time to time.

Work Environment

This position performs duties either in a typical office setting with appropriate climate controls or in the field based on areas of assignment, or both as may be required. Tasks require a variety of physical activities, generally involving muscular strain, related to walking, standing, stooping, sitting, reaching and lifting. May be required to perform arduous physical labor; bend, stoop, kneel and carry heavy loads of 75 lbs or more. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular local travel required in normal course of job performance. Regular exposure to changing weather conditions and hazards common to electrical system.

Disclaimer

Must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

Acknowledgement

I have reviewed and agree this Job Description accurately reflects the current responsibilities of my position. I also acknowledge this Job Description will be placed in my Personnel File.

Employee: _____ Date: _____

Supervisor: _____ Date: _____