

POOL MANAGER (SEASONAL)

PURPOSE OF JOB

Provide direct supervision and operation of the Gilley Pool and Gilley Pool concession stand.

EQUIPMENT/JOB LOCATION

- The employee will operate a computer, copier, calculator, and other modern office equipment. The employee works in both an indoor and outdoor environment.
- Position is responsible to the Assistant Director and Front Desk Manager.

ESSENTIAL FUNCTIONS

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Ability to plan and direct work for employees.
- Ability to communicate clearly and effectively and to follow oral and written instructions.
- General knowledge of facility characteristics, rules, policies, procedures, of both the pool and concession stand.
- Ability to maintain a positive and effective working relationship with the public and employees.
- General knowledge of basic custodial procedures of the pool bathrooms, pool deck, concessions area, concession stand, and pool office.
- Ability to work flexible hours (evening, weekend, and holiday work all required).
- Ability to concentrate and accomplish tasks despite interruptions.
- Ability to conduct oneself in a professional manner at all times.
- Pool knowledge is not a requirement.
- Manage entire facility and staff of the Gilley Pool. This includes lifeguards and concession attendants.
- Meet with Assistant Director, Front Desk Manager, and Head Guard on a regular basis.
- Maintain inventory and be able to stock supplies for both pool and concessions. Make sure supplies are ordered in a timely manner.
- Ensure that entire facility is prepared for monthly health inspections.
- Ensure the cleanliness of the pool deck, bathrooms, concession area, concession stand, pool office, and outside the pool gates on a daily basis.
- Willingness to perform cleaning procedures when the pool is short staffed, or when lifeguards/concession attendants have other pressing matters to attend to.
- Ensure that the closing procedures of the entire facility are met at the end of each work day.
- Ensure that all money in the pool office and concessions is accounted for at the end of each work day.
- Ensure that every employee is receiving a lunch break each day, and that employees are clocking in and out properly throughout the day.
- Give pool office attendant a lunch break each day with Head Guard or Lead Guard.
- Observe and ensure that all city and department policies and regulations are followed.

- Perform other duties as assigned and needed.

ADDITIONAL EXAMPLES OF WORK PERFORMED

- Maintains understanding of industry and develops and implements appropriate strategies
- Reports any problems with equipment or personnel to management
- Performs miscellaneous duties as assigned by management

REQUIRED KNOWLEDGE AND ABILITIES

- Knowledge of excellent customer service skills
- Knowledge of modern supervisory practices and procedures
- Knowledge of occupational hazards and safety precautions
- Ability to identify audio and visual alarms
- Ability to work flexible schedule and hours
- Ability to enforce pool rules and regulations with firmness and with respect for the feelings of others
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates
- Ability to maintain a high level of discipline and morale
- Ability to carry out routine oral and written instructions
- Ability to communicate clearly and effectively orally and written
- Ability to complete accurate records and make reports
- Ability to establish and maintain an effective working relationship with the public and other employees
- Thorough knowledge of principles, practices, and application of lifesaving and first-aid, and CPR techniques. Ability to perform single rescuer CPR for at least 15 minutes.
- Considerable knowledge of swimming pool operation including sanitation, maintenance, filtration, purification, and safety.
- Ability to work harmoniously with pool staff, patrons, and the public while firmly enforcing regulations.
- Ability to plan and supervise the work of others.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Any combination of training and experience equivalent to:

- Bachelors degree
- 3 years of supervisory experience
- Must possess and maintain a valid Tennessee operator's license
- Experience in working with teenagers and/or young adults.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of machines, tools and equipment which includes a motor vehicle, computer, calculator, copy machine, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert in excess of

fifty (50) pounds of force occasionally, and/or up to twenty-five (25) pounds of force frequently. Physical demand requirements are at levels of those for (at times) moderate work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical or administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, direction, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Require the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerable stress when confronted with an emergency related to this job.

PHYSICAL COMMUNICATION: Requires the ability to talk and hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and

requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

City of McMinnville: Revised 05/07/18