

Village of Dresden – Dresden Swim Center

JOB DESCRIPTION – POOL MANAGER

POSITION SUMMARY:

Manages all aquatic operations and activities at the Dresden Swim Center. Supervises all pool staff. Maintains a safe aquatic environment for the entire facility. Creates and ensures a fun and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with Dresden Swim Center policies and procedures. Builds positive relationships with Swim Center patrons, program participants and other staff members through effective listening and verbal communication skills.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Interviews and hires pool staff (lifeguards, head lifeguards and front desk attendants) as needed for the season.
- Directs, assigns, supervises, and evaluates pool staff. Conducts staff meetings and in-service training as required.
- Schedules all shifts for pool staff to support all aquatic operations and activities.
- Prioritizes and assigns work to pool staff.
- Verifies pool staff timecards prior to submission to the Village Fiscal Officer.
- Maintains all facility safety equipment in proper working condition and maintains a sufficient inventory of PPE, safety and first aid supplies for the facility.
- Maintains all pool and deck equipment in safe working condition. Makes repairs as required or arrange for repairs to be performed.
- Maintains and enforces all emergency procedures and responds to emergency situations immediately in accordance with Dresden Swim Center policies, procedures; completes required reports as required.
- Maintains and consistently applies and enforces safety rules, policies, and guidelines for the pool and facility.
- Oversees maintenance of the pools, decks, shelters, facility, and landscaping. Establishes a regular cleaning schedule to include vacuuming and brushing the interior of the pool, hosing down, or sweeping the pool decks, daily maintenance of the facility (restroom/locker rooms, lobby, offices, etc.), and landscaping to ensure a safe, clean and healthy environment for patrons and staff.
- Reads and understands the Material Safety Data Sheets (MSDS) on all chemicals and testing reagents.
- Tests and records water chemistry for main and wading pools. Adjusts the water chemistry as needed. Maintains records of all chemical tests, chemical adjustments, and all routine maintenance tasks.
- Orders pool chemicals and supplies as required.
- Performs light general maintenance in the pool and facility as required.
- Promptly advises the Village Water Department and the Mayor of any pool pump operational or maintenance concerns.
- Reconciles the front desk cash and Square reports daily. Deposits all cash and reports in the Swim Center safe.
- Organizes group and private swimming lessons for the season.
- Trains front desk attendants.
- Identifies and celebrates the successes of patrons, program participants, and other staff members.

QUALIFICATIONS:

- High School graduate. Some college preferred.
- REQUIRED Certifications: CPR/AED, First Aid
- Preferred Certifications: Certified Pool Operator, Water Safety Instructor, Lifeguard
- Experience: One or more years of supervisory, customer service and/or lifeguard experience
- Excellent oral and verbal communication skills.
- Excellent interpersonal and leadership skills.
- Must have a flexible schedule; must be able to work on weekends, mornings, afternoons, and evenings.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Actively engages the community, maintains a visible presence on the job, assists and works alongside pool staff when necessary, and answers patron questions and solves problems as required.
- Possesses basic mechanical skills necessary for light general maintenance of the pool and facility.
- Recognizes and remedies hazardous/dangerous situations before an incident occurs.
- Remains free of substance abuse and alcohol misuse per Dresden Village BWC Drug Free Workplace Policy of May 2013.

SIGNATURE:

I have received a copy of my job description and understand my responsibilities.

Employee Name and Signature _____

Date _____