

Swimming Pool Manager

Purpose Statement:

The job of Swimming Pool Manager is done for the purpose/s planning, organizing, and directing the operations and activities of the swimming pool complex; managing the operational, financial and personnel activities; supervising and training required personnel; and directing aquatic instruction

Essential Functions:

- Plans, organizes, schedules, and directs school and community activities in the swimming pool complex
- Establishes policies which will enable the effective and efficient operation of the swimming pool complex, considering all county health codes and State WACs/RCWs that relate to swimming pools
- Interviews and recommends (with delegated authority) selection of applicants, trains new employees, assign and schedule work, act upon leave requests, conducts performance evaluations, and recommends disciplinary action
- Enforces pool rules and safety regulations; administers first aid as necessary
- Maintains sanitary conditions, including required water chemistry, in and around the pool and dressing rooms; oversee the maintenance of pool equipment and facilities
- Maintains records and prepare reports in areas such as pool attendance, accidental injuries, pool operation and maintenance program activities
- Teaches swimming and lifesaving classes, and performs lifeguard duties
- Assists in the development of pool budget
- Evaluates options for and recommends equipment purchases
- Maintains and submits payroll, pool revenue, and advertising
- Supervises pool staff for the purpose of maintaining necessary staff productivity and ensuring that department and program objectives are achieved

Other Functions:

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities

Job Requirements: Minimum Qualifications

Knowledge, Skills and Abilities

- Knowledge of laws, rules, and safety regulations concerning swimming instruction and pool maintenance and operations
- Strength and endurance to respond as lifeguard in emergency rescue situations including ability to swim after, lift, and carry high school age/adult swimmers from the pool and provide first aid/CPR if necessary
- Skill in staff supervision including selection, training, staffing, scheduling, motivation, and discipline
- Effective decision-making skills
- Skill in accurate record-keeping
- Skill in marketing and merchandising
- Ability to read, write, speak, and communicate effectively
- Ability to establish and maintain positive, effective working relationships with students, staff, and the public
- Ability to resolve personnel problems and grievances

- Ability to organize and prioritize work
- Ability to coordinate activities to produce results
- Ability to prepare accurate payrolls

Education and Experience

- Experience managing swimming pools; or BA degree in physical education, recreation, or related field
- Required certification: Water Safety Instructor Trainer, Lifeguard, Lifeguard Instructor, Certified Pool Operator or Aquatic Facility Operator Certification recommended Pool management, aquatic program, and supervisory experience including knowledge of pool maintenance and operations

Working Environment

Work is predominately inside the swimming pool building including swimming while teaching and coaching; frequent exposure to slippery conditions and high humidity; periodic exposure to pool maintenance products such as toxic gases or liquids that could be harmful as a result of inhalation or reaction on the skin; required to meet inflexible deadlines; occasionally required to deal with distraught or angry people.

Licenses, Certifications, Bonding, and/or Testing Required:

Water Safety Instructor, Water Safety Instructor Trainer, Lifeguard, Lifeguard Instructor, Lifeguard Instructor Trainer, Certified Pool Operator or Aquatic Facility Operator, Lifeguard Management (recommended)

Criminal justice fingerprint clearance.