# CITY OF LA PORTE
# POOL MANAGER
# JOB DESCRIPTION

**FLSA CLASSIFICATION: Non-Exempt** **PAY RANGE: PSS**

## DEFINITION

To supervise staff, maintain pool in a safe and sanitary condition, and properly handle all monies associated with daily operations of swimming pool revenue collection. The pool manager is also responsible for assisting the public and maintaining customer service relations.

## SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Aquatics Coordinator.
Exercises direct supervision over Lifeguard Staff.

## ESSENTIAL JOB FUNCTIONS

**Duties may include, but are not limited to, the following:**

Promote and stimulate good relationships with the public and staff.

Conduct oneself in a professional manner.

Supervise pool staff and operations on a daily basis.

Operate admissions cash register and all other components of the admissions operations.

Complete all required reports and records on schedule and submit them to the Aquatics Coordinator.

Eliminate or minimize hazardous situations while observing and enforcing all rules and regulations.

Maintain a clean, safe, and sanitary facility.

Greet patrons entering and exiting the facility.

Attend all in-service trainings and managerial meetings as scheduled.

Communicate daily with the Aquatics Coordinator regarding pool operations and revenue collections.

Prepare cash report and deposit revenue daily.

Evaluate pool staff, mid and post season.

Perform related duties as assigned.

## PHYSICAL REQUIREMENTS

For indefinite periods of time - exposure to the outdoors and extreme heat; exposure to fumes, odors, mechanical, electrical, explosive, radiation, and chemical hazards; twisting body; standing; squatting; sitting; seeing; running; kneeling; grasping; climbing; cleaning; reading; decision making; reaching above shoulder level; pushing, pulling, and lifting up to 50 pounds; carrying up to 50 pounds; using both hands for simple and firm grasping; clarity of hearing; fine finger manipulation; operation of a calculator, pool vacuum, pool mechanical equipment, and a variety of hand tools; operating a motor vehicle through city traffic.

## QUALIFICATIONS

**Ability to:**

Be available to work 5-6 days per week including Saturday and Sunday.
Have reliable transportation.

## TRAINING AND EXPERIENCE

Two years of increasingly responsible work experience, including one year of experience in a supervisory position, is required.

## LICENSES AND CERTIFICATES

Possession of an American Red Cross First Aid/CPR Certification and A&D certification
American Red Cross Lifeguard Certification or ability to obtain in 30 days or less upon hire.

**The City of La Porte is an Equal Opportunity Employer of Qualified Individuals**

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**(Circle One)**

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

| Witness: Supervisor's Signature | Date | Employee's Signature | Date |
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