



TOWN OF MIAMI

JOB DESCRIPTION

POSITION: Pool Manager

REPORTS TO: Town Manager

SALARY RANGE:

CLASSIFICATION: Non-exempt

DEPARTMENT: Pool

SEASONAL POSITION

GENERAL DESCRIPTION: Performs administrative, supervisory and professional work in the operation and maintenance of the swimming pool and in coordinating various aquatics programs.

SUPERVISION RECEIVED/EXERCISED: Works under the general supervision of the Town Manager. Exercises supervision over the lifeguards.

TYPICAL DUTIES/RESPONSIBILITIES: The following duties and responsibilities are normal for this position: The omission of specific statements of the duties and responsibilities of this position does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required or assigned by the Town Manager.

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Communicates official plans, policies and procedures to staff and the general public.

- Determines work procedures and prepares work schedules.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; addresses complaints.
- Coordinates staff in the development and implementation of aquatics programs.
- Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.
- Performs a variety of miscellaneous duties such as answering phones, running errands, picking up supplies needed, conducting classes, selling tickets and collecting fees, making arrangement for rental and use of pool, assists with set up of events.
- Maintains related records and statistics of money and personnel schedules related to the swimming pool.
- Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjust chemistry as needed to maintain standards.
- Oversees supplies and accounting for money taken at the snack bar, entry fees and rental fees.
- Works as a lifeguard as needed. Works in the snack bar as needed.
- Assists with cleaning and maintenance of the swimming pool facilities.

QUALIFICATIONS:

Education:

- High school diploma or GED.
- Two or more years of experience related to recreation programs in a supervisory position.

Skills and Knowledge of:

- Knowledge of recreation philosophy, planning and administrations; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreations program.
- Ability to carry out assigned project to their completion within the timelines established.

Special Requirements:

- Valid Arizona Driver's License.
- Lifeguard, CPR and First Aid Certification.
- Gila County Health Card.
- Must pass a drug, alcohol and background test.

WORKING CONDITIONS:

While performing the duties of this job the employee will typically work in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.