



JOB OPPORTUNITY

THE CITY OF ST. JOSEPH • CITY HALL-HUMAN RESOURCES
1100 FREDERICK AVENUE • ST. JOSEPH, MO 64501
(816) 271-4670

SEASONAL POSITION

| | |
|----------------------|---|
| Position: | Pool Manager |
| Wage Rate: | \$9.00/hr. |
| Closing Date: | Open until filled |
| Other Info: | Must be at least 18 years of age |

Job Summary

Responsible for day to day operations of the pool. Performs personnel, public relations and management functions along with keeping records for the pools and their employees. **Seasonal employment**

Supervisory Responsibility

Integral to the position of Pool Manager is the responsibility for developing subordinates to their fullest potential by exercising appropriate degrees of coaching, training, guiding, evaluating, correcting and, if necessary, disciplining.

Essential Duties and Responsibilities

1. ASSISTS with pre-season start up procedures and post-season close down procedures.
2. SUPERVISES pool activities and employees.
3. SCHEDULES employees for operation of the pool.
4. ACCOUNTS for financial records of the pool and pool employees.
5. SERVES as lifeguard/cashier as needed.
6. RESPONDS to emergency situations as needed.
7. OPERATES filtration/chlorination system.
8. SUPERVISES testing/documentation of water tests.
9. ASSISTS in the administration of training/in-services.
10. EVALUATION of staff during/following season.
11. WORKS with Health Department inspectors on mandatory testing.
12. PERFORMS and MONITORS customer service for pools and staff.
13. RESPONSIBLE for opening/closing facility.
14. MAINTAINS an attentive lookout for potential accidents in the swimming pool and surrounding facility and appropriately corrects any problems.
15. ENFORCES pool rules & regulations.

Other Duties and Responsibilities

1. PERFORMS all other related duties as assigned.

Employee Behavior and Conduct

City employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest and respectful.

Required (Essential) Knowledge, Skills and Abilities

1. Skills in the management of pool activities and personnel.
2. Must have good working knowledge of pool operations, including equipment, chemical balances, cleaning and safety factors.
3. Must be certified in CPR, first aid and lifeguarding.
4. Regular and predictable attendance.
5. Conformance to the basic standards of performance and behavior.
6. Must be available to work irregular hours and at various intervals, including weekends, holiday and evening hours.
7. Must be able to work well with people of all ages and dispositions.

Material and Equipment Directly Used

First aid supplies, rescue equipment and other equipment directly related to the operation of the pool. There may be times when use of personal vehicle may be required.

Working Conditions/Physical Requirements

Work is performed under a variety of conditions ranging from an indoor setting with a controlled environment to an outside setting and extreme heat. Must have the ability to routinely lift objects weighing as much as 20 pounds, occasionally lift objects weighing as much as 50 pounds or assist in lifting objects in excess of 100 pounds. Some day travel may be required for business purposes. Vacation and other leave scheduling shall be requested of and approved by the appropriate supervisor.

Education

High School diploma or GED Preferred. Experience with a public or private pool required. First aid, CPR, Lifeguarding and AED certification required. WSI preferred. **Must be at least 18 years of age.**