

Job Title:	POOL MANAGER
Reports to:	Public Work Manager
Department:	Public Works
Location:	Athena Swimming Pool @ Athena City Park, 3 rd St., Athena

POSITION SUMMARY

Oversee general operations of the Athena swimming pool to include but not limited to supervision of programs, lifeguards, maintain records, assure compliance of policies and procedures, maintain a clean swimming pool and pool house, and promote a friendly, courteous environment.

PRINCIPAL DUTIES:

- Continuously evaluate and address staff's performance.
- Supervise the facility operations and lifeguards in overseeing pool operations.
- Direct and assist with daily housekeeping procedures, including the pool, area around the fence and pool house. Maintain areas in a clean and orderly manner.
- Be familiar with sampling and maintenance of water chemistry and assuring proper water chemical levels.
- Collect money for daily fees and pool use/memberships.
- Maintain records in cooperation by the local American Red Cross Chapter guidelines; complete other records and reports in a timely manner as required.
- Participate in in-service training, orientations and staff meetings as required.
- Follow all the policies and procedures of the employee handbook.
- Notify Public Works Department when maintenance needs to be done.
- Other duties as assigned by City of Athena Staff.

REQUIREMENTS, KNOWLEDGE, SKILLS AND ABILITIES NEEDED:

- Ability to work independently.
- Ability to make good judgement.
- Ability to work with the public, children, council members, employees and other.
- Ability to create a pleasant, helpful environment, being aware of a positive public image.
- Ability to communicate verbally and in writing.
- Ability to work flexible hours, as required by seasonal needs.
- Ability to work well in a group situation as well as individually.
- Ability to establish and maintain effective working relationships with other employees and the general public; meet and respond to public and private officials in a courteous, effective manner; and exercise good judgment, tact and maturity in resolving problems.
- Ability to maintain a neat, professional appearance.
- Ability to handle criticism and complaints in an effective manner.
- Ability to resolve complaints in a positive manner.
- Ability to discipline staff when needed and to reward staff as appropriate.
- Ability to maintain a schedule and a change in schedule because of demand and need.

PHYSICAL ABILITY REQUIRED:

- Excellent physical condition in order to instruct fitness programs and other similar programs as planned.

- Healthy and physically fit to ensure attentiveness, strength and stamina to prevent and respond to emergencies.
- Flexibility and endurance that comes with being in good physical condition to perform rescues with minimal personal danger.
- Ability to sit, squat, bend and kneel on knees.
- Ability to work 5 hours with breaks.
- Ability to stand for periods of 30 minutes.
- Ability to reach and manipulate objects, tools and controls.
- Ability to stretch upper and lower limbs to reach, push and pull.
- Ability to be mobile.
- Ability to work with chemicals.
- Ability to move materials weighing up to ten pounds on a regular basis.
- Ability to move and lift materials weighing up to fifty pounds.

SUPERVISION RECEIVED:

Works under Public Works, City of Athena Administration and the Public Works Commissioner for the Pool, who is a member of the Athena City Council.

SUPERVISION EXERCISED:

Supervises lifeguards, and reserve lifeguards.

EDUCATION & EXPERIENCE REQUIREMENT:

- High School diploma or G.E.D
- One year experience as a lifeguard preferred
- Certified by accredited institution for CPR First Aid.
- Prefer previous management experience.