

CITY OF FIRCREST, WASHINGTON

POSITION DESCRIPTION



Class Title: Pool Manager (seasonal, part-time)
Department: Parks and Recreation
Representation: N/A
Salary: \$25.15 - \$25.90 per hour, DOQ
20 +/- hours per week; must be able to work evenings, weekends, and holidays

First Review of Applications: April 30, 2025

Position Open Until Filled

POSITION SUMMARY:

Under the general direction of the Parks and Recreation Director, the Pool Manager ensures the efficient and effective operation of pool facilities, including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms, swim lessons, water aerobics, and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relations skills. This is a working supervisory position requiring weekend and holiday work.

ESSENTIAL FUNCTIONS include but are not limited to:

- Prepare all work schedules for employees to ensure the manager or head lifeguard is on duty during pool operation hours.
- Assist with the enforcement of Washington State Labor and Industries (L&I) minor work laws and maintain adequate staffing levels for pool operations.
- Maintain and report correct pool staff schedules for all employees under the manager's direct supervision.
- Maintain staff rotations and staff breaks.
- Assist Parks and Recreation Director in the hiring of lifeguards and other seasonal pool staff.
- Conduct water chemistry tests as assigned and maintain clear and concise records of pool chemical readings.
- Review and verify employee hours weekly to ensure that all timecards accurately reflect hours worked and are submitted on time and comply with payroll procedures.
- Ensure employees under the manager's direct supervision are properly trained.
- Assist in tracking pool attendance, balance the cash drawer, make daily deposits as directed, and maintain related records as required.
- Handle and administer rescue and emergency care as needed.
- Maintain discipline at the swimming pool facility and supervise all staff, enforcing staff policies and rules.
- Enforce the City of Fircrest Edwards Family Aquatic Center's safety rules, policies, procedures, facility expectations, and regulations for both staff and the public.
- Maintain a positive attitude and public relations toward staff and the public.

- Complete incident and accident reports in a clear, concise, and legible manner and forward to the Parks and Recreation Director as required.
- Report all staff and participant behavioral problems and incidents to the Parks and Recreation Director in a timely manner.
- Ensure the facility remains clean and well-maintained by overseeing restroom sanitation, managing trash disposal both inside and outside of the facility, adhering to the pool vacuuming schedule, and other duties as needed.
- Set a positive example for the rest of the staff to follow.
- Check pool and rescue equipment and promptly report any problems to the Parks and Recreation Director; maintain a supplies and equipment log.
- Verify that pool gates are locked and secured after pool operation hours.
- Schedule events held at the pool at times other than the regularly scheduled hours.
- Conduct and attend monthly training and safety meetings for all employees under the manager's direct supervision.
- Attend Parks and Recreation weekly staff meetings and provide information concerning pool operations.
- Provide direction to staff in the event of an emergency.
- Maintain communication with staff, participants, parents/guardians as needed.
- Maintain daily communication with the Parks and Recreation Director.
- Perform other duties requested by the Parks and Recreation Director.

DESIRED MINIMUM QUALIFICATIONS:

- Over 18 Years of Age
- At least 3 years of lifeguarding or pool administration experience with increasing responsibilities is required.

Education and Experience:

- Desirable candidates will have significant knowledge and experience in pool management operations. General management experience preferred.

Necessary Knowledge, Skills, and Abilities:

Knowledge of:

- Advanced and successful swimming, rescue, and emergency care skills.
- Strong knowledge of aquatic programs, activities, and services.
- Strong knowledge of safety guidelines and practices.
- Working knowledge of local government organization and operations.

Ability to:

- Ability to communicate clearly, concisely, professionally, and courteously, utilizing effective written and verbal communication skills.
- Ability to establish and maintain effective working relationships and work positively and professionally with other employees, supervisors, contractors, suppliers, and the public.
- Ability to work independently and demonstrate sound judgment and initiative.
- Ability to work under pressure with frequent interruptions and in stressful situations.

- Ability to safely perform job tasks in a variety of aquatic settings.
- Ability to remain observant, safety conscious, and able to react calmly and quickly in an emergency.
- Ability to identify problems and recommend solutions.
- Ability to tactfully handle and maintain confidentiality of records and information.
- Ability to exhibit a strong commitment to internal and external customer service.
- Ability to maintain predictable and regular attendance.
- Ability to maintain a sense of humor and positive attitude.
- Ability to present a positive, friendly image to the public using tact and courtesy.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Must have Lifeguard Training Certification, CPR & First Aid Certification.
- Certified Pool and Spa Operator (CPO) or Aquatic Facility Operator (AFO) certifications are preferred.

SUPERVISION:

Work is performed under the general supervision of the Parks and Recreation Director. This position will assist in the supervision of seasonal pool staff.

TOOLS AND EQUIPMENT USED:

Work involves using a personal computer, Microsoft Office applications, other job-specific software, copiers, printers, calculators, fax machines, multi-line phone systems, and other general office equipment, as well as mobile devices.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The work environment and physical demands described here represent those that an employee must meet to perform the essential functions of this position successfully.

Work is typically performed indoors and outdoors, with a moderately loud noise level. There may be possible interactions with irate or difficult individuals.

Work involves sitting and standing for long periods, and the ability to talk or hear. Hand-eye coordination is necessary for life-saving emergencies and to operate computers and office equipment, and using hands is needed to reach, handle, grasp, feel, or operate objects, tools, or controls. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. The employee will frequently be required to stand, reach, walk, stoop, kneel, crouch, squat, climb, stoop, twist, crawl, or swim. The employee must occasionally lift or move up to 25 pounds.

Work various schedules, including mornings, afternoons, evenings, and weekends. Employees will be required to wear protective safety gear when necessary.

SELECTION GUIDELINES:

A formal application, evaluation of education and experience, an oral interview, reference checks, and job-related tests may be required.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position.

The City is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, gender identity, or any other legally protected status. Applicants requiring reasonable accommodation for the application and/or interview process should notify us immediately.

This job description does not constitute a contract of employment between the City and the employee and is subject to change as the City's needs or job requirements change.

This job description in no way implies that these are the only duties to be performed and is intended only to provide a general description of duties performed by an employee in this classification. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisors. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

BENEFIT INFORMATION:

This is a seasonal position and is not eligible for benefits provided to non-seasonal employees. Seasonal employees accrue sick leave pro-rated based on hours worked. In compliance with Washington State Law, all employees accrue at least one hour of paid sick leave for every 40 hours worked.