



Job Description

POOL MANAGER

FULL-TIME DURING POOL SEASON

Duration: April-August

Department Omak Municipal Pool

Rate of pay: \$20.20 per hour

Reports To: Public Works Director

Date Job Description Approved: 2/2/2024

ESSENTIAL FUNCTIONS:

- Supervises the part-time pool operations staff.
- Directs and supervises the collection of all fees, prepares daily records of receipts and deposits same in accordance with agency policies.
- Maintains, analyzes and submits pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), accidents, rescues and assists, and first aid.
- Develops and maintains ongoing, in-service training for Shift Supervisors, Water Safety Instructors (WSI) and Lifeguards
- Develops, promotes and supervises a diversified aquatics program for all ages in accordance with community needs.
- Plans, directs and supervises both the staff and the volunteers in the conduct of instructional swimming programs, and competitive and special events.
- Assumes direct responsibility for the cleaning, maintenance, operation of the lighting, sanitation, and overall safety of the facility.
- If directed, attends staff meetings and works with social and community groups.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality, seamless customer service.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Operation of a swimming pool, including sanitation, safety, and public relations.
- Swimming pool cash management operations and recordkeeping.
- Principles, practices and application of lifesaving and first aid techniques.
- Emergency services available.
- Rules and regulations pertaining to the pool use.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Communicate orally in the English language in a one-on-one or group setting.
- Maintain accurate financial records and submit necessary reports.
- Work cooperatively with staff and public.
- Enforce pool rules and regulations.
- Act quickly and calmly in emergencies.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.

PREFERRED EXPERIENCE AND TRAINING:

Supervisory experience and three summers of aquatics experience, with at least one summer of experience assisting in managing or managing a pool facility. Other combinations of experience and education that meet the minimum requirements may be substituted.

Qualifications

Applicant must have possession of a valid WA state Driver's license, and must have a high school diploma or equivalent, employee will be required to take and successfully pass a pre-employment alcohol and controlled substances test as part of the pre-employment process.

Other

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The City of Omak is an equal opportunity employer.

Acknowledgement

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description or by the completion of any requirement of the job by the employee is intended to create a contract of employment of any type.

Signature: _____

Date: _____