

THE CITY OF PORTALES, NEW MEXICO

POSITION POSTING # 2014 - 006

POSITION: POOL MANAGER
DEPARTMENT: SWIMMING POOL
STATUS: NON-EXEMPT
REPORTS TO: POOL MANAGER
SHIFT: FT TEMP, SEASONAL– 40 HOURS PER WEEK
SALARY: MINIMUM \$14.00

GENERAL DESCRIPTION:

Under general supervision of the Public Works Director/Parks and Cemetery Superintendent performs a variety of supervisory and administrative duties related to the overall management and operations of the Portales City Pool. This seasonal position develops, implements, oversees and enforces operational policies and procedures and facility schedules to ensure optimum use. Develops and coordinates aquatics program activities. Ability to meet and deal with the public is essential. A willingness to work irregular hours, weekends, and holidays is necessary.

TASKS AND RESPONSIBILITIES:

Although the following are typical of the tasks and responsibilities routinely performed, additional tasks and /or responsibilities requiring comparable or lesser skills, knowledge, or dexterity may be assigned.

1. Develops, implements, oversees and enforces operational policies and procedures and facility schedules to ensure optimum use.
2. Works with management staff to prepare and oversee annual operating budget.
3. Provides general and direct supervision to staff as needed; coordinates proper training of lifeguards. Provides training for pool positions including cashiers, pool maintenance attendant and snack bar attendant.
4. Provides leadership to staff in the area of safety and personnel training.
5. Handles facility personnel management in accordance with City of Portales policies – including recruitment, interviewing, selection, discipline, evaluation, and training.
6. Coordinates with management concerning matters of facility needs; risk management, maintenance management, special events and programs.
7. Responsible for ensuring patron and staff safety by enforcing pool rules and regulations.
8. Perform water rescue/assistance and administering first aid as required.
9. Responsible for cash management including but not limited to collections, reconciling and deposits.
10. Serves as backup to most positions at the pool such as cashier, snack bar attendant, and lifeguard.
11. Perform job duties in a way that promotes a positive image of the City organization and the department; demonstrates effective interpersonal skills and delivers exemplary customer service.
12. Ability to work with little or no supervision.
13. An essential duty of this position is the handling of chemical such as chlorine, celite, CO2 and muriatic acid.

KNOWLEDGE, EXPERIENCE, AND SKILLS:

1. High School diploma or G.E.D..
2. Knowledge of pool operation and maintenance including proper water chemistry levels preferred.
3. Pool facility supervisory experience, or experience sufficient to perform job duties, or any equivalent combination of education and experience.
4. Must be currently certified in First Aid Training and CPR. Lifeguard Training Instructor Trainer and Water Safety Instruction (ARC) certifications desired.
5. Knowledge of automated ORP System preferred.
6. Basic knowledge of pool maintenance and mechanical operations beneficial.
7. Knowledge of balanced programming, risk management and maintenance management preferred.
8. Skill in leadership and management, including personnel management, written and verbal communication and in developing and implementing appropriate actions or programs.
9. Must be able to meet the public in a courteous and efficient manner under sometimes stressful situations.

Comments on Physical Requirements:

Work is performed in a typical municipal pool setting and outdoors with exposure to VDT's, CRT's, UV rays, sunlight, and environmental allergens and possible exposure to blood borne pathogens. Tasks require a variety of physical activities. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Must be able to lift and carry up to 50 pounds. Employee must be physically able to perform all rescue skills. Speaking, good hearing, and visual acuity are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving.

WORK SCHEDULE:

The regular work week is 40 hours. Work hours are irregular, depending on the activities scheduled for the day. Additional time may be required to work after regular hours, or weekends, and holidays.

DEADLINE TO SUBMIT REQUIRED APPLICATION: Position to remain open until filled. Review is bi-weekly starting 02/21/2014.

EOE