



## **CITY OF CRETE Swimming Pool Manager**

**Job Status:** Seasonal

**Reports to:** Parks and Recreation Director

**Supervisory**

**Responsibilities:** Lifeguards, Cashiers, Assistant Pool Manager

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### **I. GENERAL FUNCTIONS**

The Swimming Pool Manager is responsible for daily operations and staffing of the municipal swimming pool, ensuring a safe, enjoyable, and well-maintained facility. This position reports directly to the Parks and Recreation Director and requires a strong understanding of water safety, facility management, and customer service. Must communicate effectively with city staff, lifeguards/swim instructors, pool cashiers, swim coaches and families, cashiers and the public.

### **II. TYPICAL DUTIES & RESPONSIBILITIES**

- Oversee and manage all aspects of daily pool operations, including open swim, swimming lessons, and pool parties.
- Ensuring adequate lifeguard coverage during all operating hours.
- Facilitate timekeeping and review timesheet errors.
- Implement staff schedules, lifeguard rotation schedule and daily assignments.
- Attend and facilitate employee attendance for all assigned shifts and trainings.
- Maintain accurate records of patron attendance, cash handling, and pool usage, adhering to city financial policies and Department of Health and Human Services regulations.
- Manage and maintain accurate chemical records and perform routine chemical maintenance, ensuring compliance with state and local regulations.
- Conduct regular inspections of pool facilities and equipment, ensuring they are in good working order and addressing any maintenance needs promptly.
- Manage facility opening and closing procedures, including equipment setup, storage, and general cleanliness. Task staff with daily facility setup and cleaning duties.
- All facility areas including maintenance areas and supply closets should be kept in a safe and orderly manner with regular communication to restock needed inventory.
- Coordinate and support the swim team for home swim meets in collaboration with parks and recreation staff.
- Assist parks and recreation director with recruiting, training, supervising, and evaluating pool staff, while providing clear expectations and constructive feedback.
- Work with the safety coordinator to develop and conduct regular in-service training for staff on water safety, emergency response, first aid, and operational procedures.
- Promptly implement the facility Emergency Action Plan and carry out assigned duties
- Coordinate with staff on rapid and appropriate emergency response, including water rescues, first aid, and CPR administration, until emergency medical services arrive.
- Foster a positive work environment, teamwork and excellent customer service.
- Ensure safety and well-being of patrons and staff by enforcing pool rules and regulations.

- Maintain accurate records of incidents and accidents, and communicate essential information to the Parks and Recreation Director and Safety Coordinator.
- Make announcements regarding weather closures and other pertinent information.
- Identify and report unsafe environmental, equipment and structural conditions.
- Provide excellent customer service, addressing patron inquiries and concerns promptly and professionally.
- Build positive relationships with swimmers, parents, volunteers, and staff.
- Manage swim instructors during swim lessons. When necessary, instruct swimming lessons for participants of all ages.
- Effectively communicate with parks and recreation director, city staff, and the public.
- Maintain a professional appearance and demeanor, adhering to uniform requirements.
- May be scheduled between 8am-10pm, some weekend/holiday hours (Memorial Day).
- May be assigned lifeguard instructor or water safety instructor duties where qualified.
- Additional duties assigned by parks and recreation director and/or city administrator.

#### **IV. ESSENTIAL FUNCTIONS (include but are not limited to)**

- Maintain composure while working in a fast-paced environment which may include upset, agitated or injured persons, and individuals of various ages and abilities.
- Must be able to administer and document first aid provided to patrons and/or staff
- Must be able to facilitate periodic in-service training for staff in areas including but not limited to water safety, emergency response, rescues, first aid, and general operation procedures. Lifeguard certification is encouraged and may be required.
- Must assist with ongoing supervision, evaluation, direction, and discipline for staff.
- Promptly identify, address, and report environmental, equipment or facility hazards.
- Promptly identify and respond to various alarm and equipment status signals.
- Safely perform duties on wet or dry surfaces, in varying temperatures and weather conditions, including extended exposure to sunlight and treated water.
- Conduct thorough inspections of equipment and facilities in confined spaces and challenging environments, including climbing, crawling, and kneeling.
- Must be able to minimize risk while working indoors and outdoors under a variety of weather conditions including extreme temperature and/or humidity.
- Must be able to minimize risk while working in the presence of hazardous equipment and chemicals, airborne particles, or loud noise.
- Safely utilize auxiliary lighting, tools, and test equipment.
- Conducting accurate water chemistry analysis and maintain required records in accordance with regulations set by the State of Nebraska and local policy.
- Perform equipment maintenance and repairs when needed and as directed.
- Use protective clothing and equipment as required by federal, state, or city regulations, or as required by insurance carriers for the City of Crete.

#### **V. DESIRED KNOWLEDGE, SKILLS, ABILITIES**

- Thorough knowledge of swimming pool facility management & best practices.
- Knowledge of general pool maintenance practices and pool operations.
- Knowledge of cash handling and financial transactions as related to pool operations.
- Ability to provide leadership and guidance to all pool employees
- Ability to develop and implement successful programs.
- Has experience with children and educational programs
- Ability to work and communicate effectively with people of all ages and backgrounds.

- Responsible, professional, honest, dependable, safety-conscious, effective communicator.

**VI. MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid Driver’s License
- Proficient in English.
- Must be at least 18 years of age
- Must be legally authorized to work in the U.S.
- Must pass criminal background check
- Must have or be able to obtain a Pool Operator’s Certificate
- Must have or be able to obtain CPR for Professional Rescuers Certification

**VII. DESIRED TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like and similar positions, including facility operations, customer service, and supervisory roles.

**VIII. WORKING CONDITIONS & PHYSICAL EFFORT**

Involves frequent (defined as one to two thirds of the time) lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related the operation of equipment or machinery.

**IX. OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Employee Acknowledgement of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City’s Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of Swimming Pool Manager, and can perform the essential functions with or without accommodation.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date