

CITY OF SYRACUSE
POSITION DESCRIPTION

POOL SHIFT MANAGER

I. OBJECTIVE

- A. To promote safety of all persons in and around pool area during recreational and fitness swims.
- B. To provide knowledge and guidance for all pool employees.
- C. To maintain familiarity with the policies, procedures, and safety regulations as provided.
- D. To continually promote a good working relationship with all pool employees and maintain a good public image for the City of Syracuse.

II. RESPONSIBILITIES

- A. Responsible for the entire aquatic staff and all policies that apply to these positions.
- B. Assume full responsibility for the health and safety of the pool patrons.
- C. Assume full responsibility for the maintenance of the pool water so that is in a safe and desirable condition.
- D. Keep records of staff hours in the absence of the Recreation Coordinator.
- E. Assume all pool responsibilities in the absence of the Recreation Coordinator.
- F. Permit no one to use the pool at any time unless there is proper supervision available and the facility is in a safe condition.

- G. Require pool patrons to abide by all the rules as written in handbook and those posted at the pool.
- H. Require bathhouse and pool deck to be disinfected daily and to maintain the highest possible sanitary conditions.
- I. Assign cleaning duties and inspect that they are completed.
- J. Test pool water and make necessary mechanical and chemical changes.
- K. Know bad weather procedures.
- L. Keep the Recreation Coordinator well-informed to supply inventory.
- M. Responsible for opening and closing procedures.
- N. Insure that all equipment is in working order and stored away properly.
- O. Be dressed in appropriate attire.
- P. Handle disciplinary measures when necessary.
- Q. Know backwashing procedures.
- R. Handle First Aid procedures – report injuries and turn in report to the Recreation Coordinator with 24 hours.
- S. Check various forms such as attendance report, time cards for completeness, neatness, and accuracy.
- T. Be courteous and tactful in handling the public, answering questions, or enforcing pool regulations.
- U. Report all public discrepancies and discipline incidents to the Recreation Coordinator immediately or at earliest convenience.
- V. Enforce phone rules:
 - 1. No personal calls on the office phone except to and from parents or relatives.
 - 2. Office phone must be kept open for incoming calls.

W. No friends are to socialize with employees on duty which would interfere with the employee's performance of his or her job duties.

III. RELATIONSHIP

A. Reports to the Recreation Coordinator

B. Directs

1. To the Recreation Coordinator

C. Coordinates and cooperates with

1. Internal

a. Recreation Coordinator

b. Fellow pool employees

2. External

a. City Clerk, Mayor, and Council members.

b. Public-should maintain a friendly attitude in all contacts with the public

IV. AUTHORITY AND ACCOUNTABILITY

A. The Pool Shift Manager has the authority over and accountability for all pool employees.

V. QUALIFICATIONS

A. Pool Operators License

B. Lifeguard Training Certification

C. First Aid Certification

D. CPR Certification

E. Sufficient knowledge in overall pool operations and skill to perform all of the pool duties safely