

CITY OF SYRACUSE  
POSITION DESCRIPTION

POOL 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 Manager.
- E. Work on scheduling with Recreation Manager and ensure that all shifts are covered and handle ill calls and absences.
- F. Assume all pool responsibilities in the absence of the Recreation Manager.
- G. Permit no one to use the pool at any time unless there is proper supervision available and the facility is in a safe condition.
- H. Require pool patrons to abide by all the rules as written in handbook and those posted at the pool.

- I. Require bathhouse and pool deck to be disinfected daily and to maintain the highest possible sanitary conditions.
- J. Assign cleaning duties and inspect that they are completed.
- K. Test pool water and make necessary mechanical and chemical changes.
- L. Know bad weather procedures.
- M. Keep the Recreation Manager well-informed to supply inventory and give adequate notice when supplies are needed or to be ordered.
- N. Responsible for maintenance of the pool and duties as assigned.
  - a. Opening and closing procedures.
  - b. Hosing off the deck.
- O. Insure that all equipment is in working order and stored away properly. Lifeguards will ensure safety equipment is in proper placement and working well.
- P. Be dressed in appropriate attire. The lifeguard will wear a staff suit while guarding – guard T-shirt may be worn in the bathhouse area. They should look neat in appearance. Guards must have a whistle in hand while guarding. If guard suit is not worn during duty, guard will receive a verbal warning for first infraction and will not be able to work with subsequent infractions.
- Q. Handle disciplinary measures when necessary.
- R. Know backwashing procedures.
- S. Handle First Aid procedures – report injuries and turn in report to the Recreation Manager with 24 hours.
- T. Check various forms such as attendance report, time cards for completeness, neatness, and accuracy daily. Ensure all funds match daily exactly with cash register and numbers turned into the city.
- U. Be courteous and tactful in handling the public, answering questions, or enforcing pool regulations.
- V. Report all public discrepancies and discipline incidents to the Recreation Coordinator immediately or at earliest convenience.
- W. 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.
- X. No friends are to socialize with employees on duty which would interfere with the employee's performance of his or her job duties.
- Y. The lifeguard will come on duty 5 minutes before the scheduled shift to relieve the person already on duty. They will come in at a specified early time if they are on the opening shift also.
- Z. The lifeguard will use the lifeguard stand during recreation swims. The only exception will be if the manager feels that he/she can more adequately supervise a particular area by patrolling the deck.
- AA. When enforcing the pool rules and regulations, the lifeguard, whenever possible should explain the "why" of the rule. Guard must make sure to enforce all rules with occupants of pool.
- BB. Obtain your own approved substitute if unable to work your shift – report it to the pool manager (yourself) in acknowledging and notifying the pool staff and recreation manager.
- CC. Assist Recreation Manager in scheduling meetings/trainings. All staff will be required to attend staff training and meetings. Also, be able to help set up and clean the pool before the opening and willing to clean up after it closes.
- DD. You must keep all your certifications current.
- EE. Swim a minimum of 1 mile per pay period. (2 weeks)
- FF. One rescue and one save are required per pay period. (2 weeks)
- GG. Assistant Manager's wages will remain the same throughout the year. Pool Shift managers will receive pay as shift managers when scheduled, when the position has been already filled and if substituting in to fill a position, they will make lifeguard wages. Only 'one' shift manager will be paid at any one time.
- HH. All other duties as assigned.
- II. Be prepared to work on busy pool days as follows: (only acceptations will be addressed by the P&R Manager)
1. Germanfest

2. Otoe County Fair Week
3. 4<sup>th</sup> of July
4. Memorial Day
5. Labor day (If still open)

### III. RELATIONSHIP

#### A. Reports to the Recreation Manager

#### B. Directs

1. Lifeguards
2. Office Workers
3. Shift Managers

#### C. Coordinates and cooperates with

1. Internal
  - a. Recreation Manager
  - b. Shift Managers
  - c. 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 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.