



Western Ada Recreation District Job Description: Pool Manager

Reports to: Board of Directors

Classification: Seasonal (March through November), Full-Time, Hourly

Benefits eligibility: Health benefits as determined by the Board, mileage reimbursements

Job Summary:

Under the direction of the Board of Directors this position performs a variety of managerial and labor related tasks to ensure the smooth operation and appropriate maintenance of the Meridian Community Swimming Pool. This position is required to have general aquatics/pool operations knowledge, as well as knowledge of applicable local, state and Federal laws. Certified Pool Operator license required. Delegation of duties is required in order for pool to run efficiently. Therefore, his position is required to hire/supervise employees appropriately and make day-to-day operating decisions.

Essential Duties & Responsibilities:

- Plan and manage department functions to make the best use of District resources and achieve the strategic objectives of the Board of Directors.
- Assist the Board with the development, implementation and evaluation of department policies, programs, projects and procedures.
- Lead role in hiring, training, disciplining and terminating department employees, as well as keeping required documentation complete.
 - Work with the Secretary/Treasurer when personnel issues arise to ensure compliance with applicable laws.
- Coordinate pool winterizing & de-winterizing pool.
- Coordinate all supply procurement and stock maintenance (chemicals, etc.)
- Coordinate pool programming (swim lessons, open swims, swim teams, etc.).
- Coordinate all maintenance and repair issues in a timely manner to ensure pool is running at peak efficiency.
- Act as liaison between local swim teams and the Board of Directors
- Oversee creation of all pool literature (swim lesson handouts, employee checklists, etc.)
- Oversee maintenance and monitoring of pool website and social media sites.
- Oversee the pool's online swim lesson registration database and train employees who will be using it.
- Assist Secretary/Treasurer with preparation of annual budget by providing pool income/expense estimates. Work with the Secretary/Treasurer to determine any adjustments that may be necessary to operating budget for the department.
- Analyze pool services and features. Make recommendations for use/repair/remodel of existing structures and future development to enhance community use of the parks.
- Develop and suggest solutions for issues facing the District as they relate to pool facilities.
- Develop and maintain good relationships with vendors, local governmental agencies and the general public/pool patrons.
- Ensure that departmental operations conform to local, state and Federal laws and regulations.
- Stay current with applicable technical and professional knowledge by participating in classes and seminars and relevant developmental activities. Ensure staff is doing the same as applicable.

- Responsible for developing and updating pool's operations manual (per IDAPA 16, Title 02, Chapter 14 – Section 16.02.14 Rules Governing Construction and Operation of Public Swimming Pools in Idaho) that includes maintenance and repair (both routine and emergency), monitoring reports, water chemistry, accident and emergency procedures, handling of chemicals, etc.
- Knowledge of public safety issues and how to remedy them.
- Understand and implement basic financial controls for the pool (company issued credit card, cash register system, etc.).
- Appropriately handle employee or patron conflicts that arise.
- Oversee preparation of daily bank deposit while pool is in operation and insure receipts are given to WARD office.

Job Specifications:

- Effective communication skills with a variety of people: co-workers, subordinates, managers, general public.
- Able to resolve conflict calmly and with a win-win mentality.
- Good computer skills – particularly email, Microsoft Word and Excel.
- Skilled in research, preparing reports and giving presentations.
- Skilled in employee management.
- Skilled in general aquatics management concepts such as pool equipment and chemical maintenance, water safety, aquatics facility rules and regulations.
- Knowledge of general principles and practices for managing recreational programs and aquatic facilities.
- Basic building maintenance knowledge.
- Self-starting and problem solver.
- Knowledge of basic budgeting and financial management.
- Decisive and skilled in research and analysis to arrive at the best decision.
- Hold current Certified Pool Operator and Lifeguard certification, along with any other State required water safety certifications.

Work Environment and Physical Demands:

Work is performed both in an office and in the outside environment. Office work is in an environment noise levels can vary from low to loud and constant interruptions. Office environment will be subject to inside environmental conditions, which provide protection from the weather conditions but not necessarily from temperature changes. This position is also required to work outside and can be subject to outside environmental conditions. Precautions should be taken when working out of doors to appropriately deal with weather conditions.

- Requires sitting at a desk for short periods of time, as well as the ability to regularly lift up to 50 pounds.
- Constantly requires clarity of speech and hearing, which permits employee to communicate effectively.
- Constantly requires clear vision to read printed materials and computer screen to accomplish work.
- Regularly requires physical bodily exertion.
- Constantly requires sufficient personal mobility and physical reflexes to permit employee to function safely.
- May be exposed to adverse environmental conditions and toxic/caustic chemicals.
- Noise levels can range from quiet to loud, and appropriate ear protection should be worn.

Travel Requirements:

- Local travel is occasionally required.
- Out of town travel may be required for training.
- May be required to use own vehicle for transportation to and from sites and meetings.