



**CITY OF WESTMORELAND  
APPLICATION FOR EMPLOYMENT**

**APPLICANT INFORMATION**

Date of Application : \_\_\_\_\_ Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date Available : \_\_\_\_\_ Desired Rate of Pay : \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Are you a citizen of the United States? Yes No

If no, are you authorized to work in the US? Yes No

Have you ever worked for the City before? Yes No

If so, when? \_\_\_\_\_

Have you ever been convicted of a felony? Yes No

If yes, please explain: \_\_\_\_\_

**EDUCATION**

High School \_\_\_\_\_ Address \_\_\_\_\_

Did you graduate? Yes No

College \_\_\_\_\_ Address \_\_\_\_\_

Did you graduate? Yes No

Degree \_\_\_\_\_

Other \_\_\_\_\_ Address \_\_\_\_\_

Did you graduate? Yes No

Degree \_\_\_\_\_

**REFERENCES**

Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_ Phone # \_\_\_\_\_

**PREVIOUS EMPLOYMENT**

Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
Responsibilities \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact your previous supervisor for a reference? Yes No

Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact your previous supervisor for a reference? Yes No

Company \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
Starting Wage \_\_\_\_\_ Ending Wage \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_  
Reason for Leaving \_\_\_\_\_  
May we contact your previous supervisor for a reference? Yes No

**MILITARY SERVICE**

Branch \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_  
Rank at Discharge \_\_\_\_\_ Type of discharge \_\_\_\_\_  
If other than honorable, explain: \_\_\_\_\_

**DISCLAIMER AND SIGNATURE**

*I certify that my answers are true and complete to the best of my knowledge. If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

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*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

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City of Westmoreland  
202 Main Street, PO Box 7  
Westmoreland, KS 66549

***The City of Westmoreland, Kansas is an equal opportunity employer.***

# SWIMMING POOL MANAGER

**GENERAL PURPOSE.** The Swimming Pool Manager is a non-exempt position under FLSA. The employee in this position supervises the day-to-day operations of the swimming pool. This employee should possess strong managerial skills and an ability to get along with citizens of all ages.

## JOB DESCRIPTION

### **DUTIES AND RESPONSIBILITIES.**

1. Hires all other pool employees.
2. Prepares weekly work schedules for employees making sure a manager is always on duty the pool is open. Turn in to City Hall weekly. Any changes need to be relayed to city office staff as soon as possible.
3. Ensures proper rules and regulations, including safety, are followed by the employees and swimmers and is responsible for reporting any safety hazards to the City Office immediately upon discovery.
4. Responsible for maintaining appropriate receipts, bringing daily deposits to Farmers State Bank, tracking season passes, and maintaining sign-in books for pass holders and daily swimmers and other financial records.
5. Review and approve employee time. Paydays are every other week on Friday.
6. Responsible for making sure the pool area, bathhouse, and concession area are cleaned and maintained daily.
7. Assists city crews in opening of pool at beginning of season, including painting in bathhouses, general pool area maintenance during the season, etc.
8. Responsible for contacting suppliers and purchasing concessions and maintaining a proper inventory throughout the summer.
9. Scheduling of pool parties and ensuring qualified lifeguards are on duty.
10. Reviews and conducts in-service training for pool employees periodically through the pool season.
11. Responsible for overseeing and conducting (or providing a qualified instructor for) a minimum of two 2-week swimming lesson sessions annually.
12. Performs other related duties as deemed necessary or as required.
13. Assists in concession stand on rotating basis.

**SUPERVISION RECEIVED.** The Swimming Pool Manager reports directly to the City Maintenance Supervisor concerning mechanical, maintenance, and any safety hazards at the pool. The Manager reports directly to the City Treasurer or City Clerk concerning all

aspects of financial management and to the Mayor and the City Clerk for any safety violations/accident reports.

**SUPERVISION EXERCISED.** Exercises supervision over the assistant pool manager and lifeguards.

## JOB SPECIFICATIONS

### **KNOWLEDGE, SKILLS, AND ABILITIES.**

1. Knowledge of lifesaving techniques, CPR, and First Aid.
2. Knowledge of problem-solving methods.
3. Skill in developing working relationships with citizens and other employees.
4. Skill in oral and written communications.
5. Ability to operate department equipment.
6. Ability to make decisions independently.

### **EXPERIENCE AND TRAINING.**

1. Must be at least 20 years of age with a high school diploma or GED.
2. Supervisory experience is preferred, but not required.
3. Experience working with different age groups is preferred.
4. Prefer being a certified lifeguard, but not required.
5. Prefer Water Safety Instructor Certification.

**PHYSICAL DEMANDS & WORK ENVIRONMENT.** See the essential functions table on page 25.

## ESSENTIAL JOB FUNCTIONS

**Employees in this job position are required to meet the following requirements.**

A-Rarely or Never B-Periodic (not every day) C-Frequent (Sometimes each day) D-Daily (All or most of the time)	A	B	C	D	A-Rarely or Never B-Periodic (not every day) C-Frequent (Sometimes each day) D-Daily (All or most of the time)					A-Rarely or Never B-Periodic (not every day) C-Frequent (Sometimes each day) D-Daily (All or most of the time)	A	B	C	D
PHYSICAL FACTORS					PHYSICAL STRENGTH: LIFTING-PUSH/PULL WHILE STANDING					HEARING DEMANDS				
1. Standing/Stationary				X	1. Semi-sedentary (up to 10 lbs.)				X	1. Normal noise levels				X
2. Standing/Moving About				X	2. Light work (10-20 lbs.)				X	2. Constant low level noise			X	
3. Sitting				X	3. Medium work (20-50 lbs.)		X			3 Occasional loud noise			X	
4. Climbing				X	4. Heavy work (50-100 lbs.)		X			4. Constant/very loud noise	X			
5. Balancing			X		5. Very heavy work (100 + lbs.)	X								
6. Stooping			X							HAZARDOUS CONDITIONS				
7. Kneeling			X		PHYSICAL STRENGTH ARRYING- PUSH/PULL WHILE MOVING					1. Respiratory irritants-dust, fumes, gases	X			
8. Crouching			X		1. Semi-sedentary (up to 10 lbs.)				X	2. Skin irritants-dust, fumes, gasses	X			
9. Crawling	X				2. Light work (10-20 lbs.)				X	3. Allergic irritants-dust, fumes, gasses	X			
10. Reaching		X			3. Medium work (20-50 lbs.)		X			4. Wet work-hands				X
11. Handling				X	4. Heavy work (50-100 lbs.)		X			5. Wet work-feet				X
12. Fingering				X	5. Very heavy work (100 + lbs.)	X				6. Operation of heavy equipment	X			
13. Talking/Speaking				X						7. Climbing Ladders				X
14. Driving	X				VISUAL DEMANDS					8. Working in very high places			X	
15.Smelling	X				1. Near Vision				X	9.Use of electrical equipment				X
16. Object Manipulation	X				2. Far Vision				X	10. Use of sharp utensils				X
17. Grasping (both hands)			X		3. Depth perception				X	11. Sensitivity to extreme temperature variations				X
18. Pinching (thumb/forefinger)		X			4. Accommodation				X					
19. Turning				X	5. Color vision				X	MENTAL DEMANDS				
20. Twisting (hand/wrist)			X		6. Field of Vision				X	1. Reading Ability				X
21. Walking				X						2. Written Language Ability				X
22. Squatting			X							3. Mathematic Ability				X
23. Twisting (upper body)			X											
24. Simultaneous Activity				X										
25. Hearing				X										
26. Touching				X										
27. Oher														