

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Pool Manager (Outdoor)	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	9170
<b>DIVISION:</b>	Aquatics	<b>DATE:</b>	4/2013
<b>REPORTS TO:</b>	Supervisor, Aquatics	<b>FLSA STATUS:</b>	N
<b>FULL-TIME:</b> _____	<b>PART-TIME:</b> _____	<b>TEMPORARY:</b>	<input checked="" type="checkbox"/>
		<b>COST CENTER:</b>	540

**REPLACES:** Pool Manager

**DATE:** 2/06

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### **JOB SUMMARY STATEMENT:**

Responsible for daily operation of the City swimming pools. Supervises staff, operates and maintains pool and equipment per City policies and procedures, closes and balances cash registers at the end of each day.

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### **DUTIES AND RESPONSIBILITIES:**

1. Supervises daily operation and maintenance of City pool and equipment from pool opening to closing. Checks equipment for proper working order. Takes and tests water samples before opening and once per hour after opening. Adds chemicals to pool to maintain proper, safe and healthy swimming conditions. Checks chlorinator and acid pumps for proper operation. Backwashes filters. Orders supplies for daily operations. Oversees swimming lessons.
2. Supervises pool staff and insures proper staffing level.
3. Balances cash receipts to recorded sales at end of day. Records daily attendance in proper forms. Completes daily report and submits to City Hall. Takes money to bank at end of day.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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### **GENERAL QUALIFICATIONS**

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#### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Completion of at least 2 years of college or additional equivalent experience.

#### **EXPERIENCE:**

Three years experience as a lifeguard and/or some pool management experience.

#### **SKILLS:**

1. Excellent oral and written communication skills.
2. Basic math skills.

#### **MENTAL REQUIREMENTS:**

1. Ability to read and comprehend city, state and federal policies and procedures.
2. Ability to exhibit diplomacy and judgement when dealing with city employees and the general public.
3. Ability to train and guide others.
4. Ability to work in hectic environment with many interruptions.
5. Ability to analyze complex problems and recommend possible solutions.

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**PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls.
2. Ability to communicate to pool patrons in a professional manner.
3. Ability to operate pool equipment and machinery.
4. Ability to operate cash register.
5. Ability to lift 50+ pounds and transport 50+ feet.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct            Senior Lifeguards  
                     Lifeguards  
                     Cashiers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.