

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

ORDINANCE NO. 31-15
EXHIBIT A

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Classification Title:	Pool Manager	Civil Service Status:	Unclassified
Department:	Parks and Recreation	FLSA Status:	Non-Exempt
Immediate Supervisor:	Aquatics Coordinator	Bargaining Unit Status:	Excluded
Employment Status:	Seasonal	Positions Supervised:	Pool Supervisor and Pool Technician

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general supervision of the Aquatics Coordinator, assists with the planning, organization, and administration of the operations and staff of the Aquatics facility/swimming pool. Administers the pool programs including supervision of events and building and grounds maintenance. Develops effective public relations outreach/programming. Monitors facility conditions to ensure safety and security for staff (City employees/contract employees) and the public; prepares and/or completes required reports and/or documentation of all facilities and operations to promote an effective and efficient swimming pool and aquatic facility.

QUALIFICATIONS:

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Completion of high school education or equivalent; proficiency in Microsoft Office, particularly Excel, Outlook and Word. Completion of or actively working toward completion of four (4) year college degree in aquatics management, park and recreation administration, physical education, marketing, management or a related field. One (1) to three (3) years experience in an aquatics setting. Managerial or supervisory experience preferred. Must possess or obtain prior to employment, current American Red Cross Certification or equivalent; must be certified in first aid, cardiopulmonary resuscitation (CPR) including use of automatic external defibrillator (AED); Certified Pool operator or Aquatics Facility Operator (AFO), American Red Cross Water Safety Instructor, and/or Lifeguard Instructor certification preferred.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Performs a variety of tasks in order to ensure the effective and efficient operation of the City swimming pool and aquatic facility.

Oversees aquatic facility operations and provides in service training and supervision of pool supervisors and pool technicians, as well as lifeguards and cashiers as needed (e.g., schedules and assign tasks and staff; reviews work to ensure proper completion; provides training and instruction; leads and motivates; recommends the approval or denial of time off requests; recommends discipline or commendation; provides counseling; appraises and evaluates performance; addresses complaints and resolves problems). Conducts training sessions and emergency action

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plan (EAP) rehearsals as needed. Directs and oversees assignment of work schedules (pool supervisors, lifeguards, cashiers and pool technicians) to maintain adequate and safe daily staffing. Monitors daily activities of employees; receives and responds to employee inquiries and complaints

Directs and oversees the administration of proper first aid and safety protocols.

Frequently inspects swimming pool equipment and filtering systems to ensure safe pool operation. Tests water quality of pools and monitors the filtration system and chemical control system; maintains proper chemical levels in the water.

Prevents facility hazards from occurring (e.g., accidents due to faulty ladders or diving boards).

Enforces all policies, regulations, and safety rules, including crowd control during peak times. Evaluates potential hazardous weather conditions and closes the facility and/or certain facility features as warranted.

Directs and oversees the maintenance and cleaning of facilities, including the bathhouse, restrooms, filter room, guard area, decks, and pool. Conducts periodic inspections and schedules routine inspections of such facilities.

Prepares or monitors the preparation of all necessary reports, including, but not limited to: employee attendance reports, accident reports, incident reports, cash reports, water quality reports, facility daily check lists, first aid equipment reports, inventory reports, material safety data sheets, and audits. Analyzes all reports and responds appropriately to information derived from such reports.

Assists with the oversight of the collection of all fees, and preparation of daily financial records.

Plans and develops organized and structured programs and events through community outreach and positive public image promotion to provide for the aquatic recreation, fitness and educational needs of the public. Assists with development and creation of marketing materials. Develops annual budgets and seasonal measuring programs.

Develops and implements operational procedures and practices consistent with emergency action plans.

Provides information and assistance to patrons in a professional and courteous manner; receives and responds to public complaints in a courteous and respectful manner.

Performs functions necessary to prepare and open and close the facility for the season.

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Communicates with the Aquatics Coordinator and Department Director as necessary and appropriate.

Maintains required licensures, certifications, etc.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;* City/Department policies and procedures;* safety practices and procedures; supervisory principles and practices; manpower planning; employee training and development; life saving techniques; first aid practices; CPR; sanitary practices; public relations; methods, skills and protocols used to help prevent and respond to aquatics facility emergencies; pool management principals and practices.

Skill in: management and supervision; problem solving; swimming; executing life saving techniques; administering first aid and CPR; computer operation; use of modern office equipment.

Ability to: communicate effectively with other employees and the public; provide and carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; calculate fractions, decimals, and percentages; prepare accurate documentation; maintain records according to established procedures; understand a variety of written and/or verbal communications; travel to and gain access to work site; demonstrate physical endurance; develop and maintain effective working relationships with coworkers, supervisors, and the public; demonstrate physical agility; perform heavy manual labor for extended periods of time in often adverse conditions, including occasionally lifting, pushing, pulling, or carrying objects weighing up to thirty-five (35) pounds; train, supervise and evaluate employees; implement policies, procedures, and practices necessary to conduct a safe, clean and community service oriented aquatics operation.