



# City Pool Manager

Public Works

Implemented 01.2020

## JOB SUMMARY

This position is responsible for managing the operations of the city pool.

## MAJOR DUTIES

- Coordinates, supervises and organizes the day-to-day operations of the city pool.
- Assists City of Griffin Deputy Director with interviewing and hiring pool staff.
- Protects and ensures the maximum safety of all pool patrons and staff.
- Responsible for emergency procedures according to Griffin Public Works Department's policies.
- Handles grievances from staff, patrons, and people within the community.
- Schedules and supervises the work of pool staff.
- Supervises the daily opening and closing of pool.
- Oversees the maintenance of the pool.
- Responsible for planning and the organization of all programs and activities for the summer (e.g., Learn-To Swim Program,)
- Keeps daily attendance reports and weekly water purification reports.
- Keeps accident and suspension reports, and other administrative matters as set forth by the City of Griffin Public Works and Utilities Director.
- Supervises the collection and banking of all receipts taken in by pool.
- Verifies and submits employee time sheets and payroll records.
- Checks pool water, analyzes pH, chlorine, etc. and adds chemicals as needed
- Hires, trains, assigns, directs, supervises, evaluates and disciplines personnel.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of pool operations and maintenance
- Knowledge of water sampling
- Knowledge of life saving techniques
- Skill in scheduling and organizing work.
- Skill in mathematical calculations.
- Skill in record keeping.
- Skill in oral and written communication.
- Skill in the supervision of personnel.

## SUPERVISORY CONTROLS

The Deputy Director - Public Works assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

## GUIDELINES

Guidelines include city and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied management, technical, maintenance and safety duties. The purpose of this position is to manage the operations and staff of the city pool which includes part time lifeguards. Success in this position contributes to the safety of the pool and it's patrons on a daily basis.

## **CONTACTS**

- Contacts are typically with co-workers, other city employees, contractors, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed outdoors, in hot or possible inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

- This position has direct supervision over part time lifeguards (currently 6). Reports directly to the City of Griffin Deputy Director of Public Works.

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with post high school education.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)
- Current CPR Certification
- American Red Cross Life guarding Instructor
- Experience sufficient to thoroughly understand the work assigned and the ability to answer patron questions and resolve problems usually associated with two (2) to four (4) years of experience.