



# City of Ouray

## Job Description

<b>Title:</b>	Pool Manager	<b>Code:</b>	<b>205</b>
<b>Division:</b>	Operations	<b>Effective Date:</b>	12/2018
<b>Department:</b>	City Resources	<b>Last Revised:</b>	

### GENERAL PURPOSE

Performs a variety of **administrative and managerial duties** as needed to plan, organize and coordinate the day-to-day maintenance and business enterprise operations of the city's Hot Springs Pool and Fitness Center. Ensures the safe, effective and efficient utilization of the Ouray Hot Springs Pool facility, bathhouse and fitness center.

### SUPERVISION RECEIVED

Works under the general supervision of the City Resources Director.

### SUPERVISION EXERCISED

Provides close to general supervision to Assistant Pool Manager, Aquatics Coordinator(s), Lead Lifeguard(s), Lifeguard(s), Lead Pool Cashier(s), Pool Cashier(s), Pool Maintenance Supervisor, Pool Maintenance Operator II and I, Pool Cleaner and Bathhouse cleaner.

### ESSENTIAL FUNCTIONS

**Administrative Functions:** Prepares and recommends Hot Springs Pool and Fitness Center annual budget; assures conformance to established fiscal program pertaining to facility and personnel needs; monitors department expenditures and ensures compliance with fiscal guidelines.

Develops daily work tasks for all pool employees; monitors time sheets and prepares bi-weekly payroll reports; prepares annual evaluations for year round and seasonal employees.

Recommends, prepares and implements facility policies and procedures related to patron use, fees, safety, etc.; implements management control plans as needed to minimize risk and liability; monitors compliance.

Plans and oversees or instructs all staff trainings, certifications and in-services; interviews and recommends candidates for hire; monitors and evaluates employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; ensures proper certifications for staff; conducts regular meetings; coordinates participation in off-site training as needed to assure technical competency of instructors; makes decisions affecting job retention, advancement and discipline.

Maintains records of all income and expenditures; monitors proper handling of cash receipts; develops and prepares reports as needed to apprise city management of facility status; maintains petty cash funds; manages daily revenues and deposits, daily inspection reports and accidents/incident reports; communicates current information on hours of operation and promotions. Oversees maintenance of membership database.

**Marketing & Promotion:** Participates in developing marketing programs, practices, policies and procedures; engages with community organizations to promote special use of facilities and to further the mission of the community; plans, organizes and promotes facility programs and activities (swim lessons, swim meets, pool parties, etc.); consults with the City Resource Director concerning advertisements and press releases for events.

Oversees, maintains and updates facility website and all social media outlets pertaining to pool operations, activities and events; manages social media outlets and day-to-day activities; creates, curates and manages all published content including videos, images, written content, etc.; develops and expands community and/or blogger outreach efforts; oversees design of various sites (timeline covers, profile pics, thumbnails, ads, etc.

### Safety

Enforces safety at the pool amongst both staff and members of the general public; oversees, promotes and assess public and private swim lessons; administers First Aid/CPR emergency and other safety procedures as required. Will be required to provide on-deck lifeguard duties when needed.

### Facilities Maintenance/Water Quality

Oversees pool facility maintenance projects and related renovations; directs general facility maintenance; monitors water temperatures and chemical balances, takes water samples; may make minor equipment adjustments to assure proper temperature and chemical standards; oversees the development and implementation of maintenance schedules. Implements pool water quality policies and procedures in accordance with state and federal law. Coordinates with Operator of Responsible Charge (ORC) the filtration and discharge permit requirements in accordance with state and federal law.

**Team Member**

Ability to communicate, cooperate and work with City staff and City departments as a team including ability to delegate responsibility to subordinates.

MINIMUM QUALIFICATIONS

- 1. Education and Experience:
  - A. Graduation from college with a bachelor's degree in business management, recreation management, physical education or related field;
  - AND
  - B. Six (6) years' experience in the management of an aquatics facility;
  - OR
  - C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Considerable knowledge** of the philosophy and objectives of community recreation programming; equipment, facilities, operations and techniques used in a comprehensive community recreation program; modern office management practices and procedures; basic accounting and bookkeeping; state and federal regulations governing facility and pool operations; climate control systems; aquatics structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations. **Working knowledge** of basic office equipment including Point of Sale Software.

**Considerable Skill** in the art of diplomacy and cooperative problem solving.

**Ability to** develop, organize and implement various aquatic programs; communicate effectively about rules, regulations and programs; work independently with minimal supervision, to prioritize and resolve problems, to pay close attention to detail, to work within department budget and to carry tasks to completion; work a flexible schedule, including weekends, evenings, and holidays; establish and maintain effective working relationships with employees, other organizations, and the public; ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Ability to pass performance proficiency tests based on American Red Cross Lifeguard, CPR for the Professional Rescuer and AED certification requirements. May require WSI certification during employment. Must obtain instructor certification in the following: Lifeguard Instructor and CPR/First Aid Instructor. Current Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO). Position requires submission to random drug & alcohol testing.

Early morning, evening, and weekend hours will be required.

4. Work Environment:

Employees in the position are exposed daily to seasonal weather extremes. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, pulling, pushing and lifting. Talking, hearing and seeing essential to performance of daily tasks. Common eye, hand, finger dexterity needed in performance of essential duties. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date \_\_\_\_\_