

TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE:	Pool Manager – Full-time/Seasonal	Grade Level:	8
CLASSIFICATION:	Non-Exempt		

<u>Job Description:</u>	<p>Under the general supervision of the Recreation Director, responsible for the safe operation of a public swimming pool by providing swim lesson/ lifeguard staff management and facility management. Responsible for the planning, direction and supervision of all pool activities including free swim, family swim, and lessons providing highest level of customer service at all times. Immediately notifies the Recreation Director of all incidents that occur at the pool facility.</p> <p>As an agent of the Town of Milford, the Pool Manager is vested with the authority to order a person (or persons) to leave (or not to enter) Town of Milford property in order to follow Federal or State laws, or Town of Milford ordinances, rules and regulations in accordance with NH RSA 635:2.</p>
<u>Accountability:</u>	Reports to the Recreation Director.
<u>Equipment Used:</u>	All pool-related operating equipment, computer, telephone, copy machine and mobile communication equipment.
<u>Environment:</u>	Inside: <u>20</u> % Outside: <u>80</u> %

Duties and Responsibilities:

<p>Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<p>Maintain regular communication with Recreation Director, Program Coordinator and Admin Coordinator to ensure program, staff, and facility cohesion.</p> <p><u>Activities/Programming:</u></p> <ol style="list-style-type: none"> 1. Plan, direct, and supervise the pool activities, which include but are not limited to free swim time, family swim time, and lap swim time. 2. Organize information for public and website including pool schedule, staff, rules, etc. 3. Provide lifeguarding and swim instructor services as needed. 4. Coordinate with outside organizations utilizing the facility (Boys/Girls Club, etc) 5. Act as a liaison with the parents and the public at the pool. 6. Conduct inventory and provide ordering needs to the Recreation Director before the pool opens. 7. Oversee participant placement in program levels and determine necessary adjustments. 8. Attend first day of program sessions to direct participants and coordinate levels adjustments. 9. Oversee maintenance of program records including attendance, pass/fail forms, Red Cross program sheets, waiver agreements, etc. 10. Schedule the guards and instructors and supervise the swimming instruction. Instruct and guard as needed. <p><u>Staff Management:</u></p> <ol style="list-style-type: none"> 1. Assist the Recreation Director in interviewing and hiring the pool staff. 2. Organize and distribute Policy and Procedures handbook to all employees. Become
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familiar with this policy manual and monitor adherence from all staff.

3. Submit description of staff duties, rotations and schedules to Recreation Director (First 4 weeks due before pool opening).
4. Hold staff meetings to set Swim Instructor/Head Lifeguard/Lifeguard duties and review and enforce policies.
5. Supervise lifeguards and swim instructors, schedule work hours, organize time off procedure, and enforce appropriate timekeeping records to maintain a budget.
6. Meet weekly with the instructors and evaluate the swimming programs.
7. Maintain employee records including first aid, CPR, AED, life guarding, and WSI certifications.
8. Ensure lifeguard standards are met and provide necessary training and/or testing. Maintain training records and certification requirements.
9. Assure the lifeguards provide proper supervision during pool activities and special events.
10. Supervise and manage staff for safety policies, first aid administration, and cleaning pool and related facilities (i.e. guard room, pool house, first aid room, storage room).
11. Regularly review first aid and safety procedures with the guards including a pre-season procedural review and mid-season organized rescue test.
12. Provide courteous, prompt service to general public, organizations, and Town Dept. staffs.

Facility Oversight:

1. Monitor facilities and activities in swimming areas to prevent accidents and injuries.
2. Maintain order and assist in the rescue of swimmers in danger. Administer CPR and/or first aid as necessary. Notify appropriate authorities in the event of emergencies.
3. Perform water quality testing and log results to ensure adherence to health and safety standards.
4. Maintain records for incidents, vandalism, maintenance requests and water test results, and follow protocol for fecal accident occurrences.
5. Regularly monitor pool water ensuring that the chemical balance is maintained and notify the Recreation Director immediately if adjustments as needed to meet environmental health standards.
6. Perform and/or schedule regular maintenance such as vacuuming, cleaning, and equipment adjustments to ensure clean, efficient and safe operation of pool, deck area, and surrounding facilities.
7. Conduct inventory and provide ordering needs, including safety equipment and first aid, to Recreation Director. Assure that there are adequate first aid supplies on hand at all times.
8. Report operations status to Recreation Director weekly and immediately upon any major incident.
9. Assign staff appropriately to vital responsibilities required in Pool Operations Manager's absence. Head lifeguard required to be on duty when Pool Operations Manager is off.
10. Performs other related duties as required.

Physical Activity Requirements: Frequently, Occasionally, Seldom, Rarely or Not Required

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Occasionally
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Rarely
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Rarely
CARRY over 50 lbs.:	Rarely
REACH above shoulder height:	Frequently
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Frequently

OTHER PHYSICAL CONSIDERATIONS

Twisting	Frequently
Bending:	Frequently
Crawling:	Rarely
Squatting:	Frequently
Kneeling:	Frequently
Crouching:	Frequently
Climbing:	Frequently
Balancing:	Frequently

WORK SURFACE(S)

Wet and slippery surfaces around the pool and locker room.

HAND MANIPULATION

Grasping:	Frequently
Handling:	Frequently
Torquing:	Occasionally
Fingering:	Frequently
Controls and Equipment:	Frequently

Controls & Equipment

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:

	Consecutive Hours	Total Hours
	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Sit	1	1-2
Stand	1-2	2-3
Walk	2-3	3-4

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others. Instructing staff & patrons, Must be able to read, write and speak fluent English.
Hearing:	Necessary for receiving and/or giving information and instructions to staff and patrons
Sight:	Necessary to perform job effectively to observe guard staff and patrons.
Tasting & Smelling:	Necessary for identification of chemical levels.

Specific Vocational Preparation Requirement(s):

	Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
	91-180 days		181 days to 1 year		1 to 2 years
X	2 to 4 years		4 to 10 years		Over 10 years

Required:

- Should possess the knowledge and skills in the application of swimming and lifesaving practices and techniques of first aid.
- Successful completion of a criminal records check.

Experience

- Must be alert and possess commonsense to deal with situations as encountered.
- Should possess knowledge of basic swimming pool chemistry and experience in maintaining pool water at specific State environmental health standards.
- Should be able to demonstrate the ability to communicate and work

	effectively with various age groups and the public. <ul style="list-style-type: none"> Should be able to demonstrate the ability to establish and maintain effective relationships with the public, management, and co-workers.
Supervisory experience:	<ul style="list-style-type: none"> Demonstrated ability to manage a pool facility and to supervise lifeguards.
Licensure/Certification Requirements:	Certified in Lifeguarding, CPR, First Aid, AED and WSI.
Other Training, and/or related Skills	n/a

Summary of Occupational Exposures:

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Other Considerations and Requirements:

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Availability may include but is not limited to:	
<ul style="list-style-type: none"> Pre-season – 5 hours/week; 12-13 weeks Season – 35-40 hours/week; 10 weeks; on call availability and some weekends required. Must be dependable. The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. 	

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	2/4/16
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