



## Indian Valley Community Services District

*Providing services for our community health, well-being, and prosperity*

FLSA: Non-Exempt

### **Swimming Pool Manager**

Reports To: General Manager / Facility Director

The Swimming Pool Manager is responsible for overseeing the daily operations, personnel management, scheduling, and overall customer experience at the swimming pool facility. This working management position ensures that the facility operates safely, efficiently, and in compliance with all relevant health, safety, and operational standards. Responsibilities include direct supervision of staff, public relations, scheduling, recordkeeping, and maintaining a clean, welcoming environment for all patrons.

This position requires strong organizational, communication, and leadership skills, with the ability to manage daily operations, supervise and train staff, and foster positive relationships with the public. The Swimming Pool Manager must be available to work weekends and holidays as needed.

### **Examples of Important and Essential Job Duties**

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

#### **Operational Management**

- Oversee daily pool operations, including opening and closing procedures, cash handling, and public relations.
- Enforce all pool rules, policies, and safety regulations to ensure a safe environment for patrons and staff.
- Ensure proper operating conditions of all equipment and promptly report maintenance issues to designated IVCS D personnel.

- Maintain attendance records, balance cash drawers, and complete deposit slips as needed.
- Track and document first aid incidents, disciplinary actions, accidents, and safety concerns, reporting them to the Executive Director and General Manager.
- Schedule and supervise pool events outside of regular operating hours.
- Lock all gates and secure the facility at closing.

### **Staff Management**

- Prepare employee work schedules, ensuring appropriate staffing and managerial coverage at all times.
- Ensure hourly employees do not exceed 40 hours per week.
- Collect and submit timecards to the Auditor's Office by noon every other Monday.
- Conduct safety meetings and provide ongoing training and supervision for all staff.
- Maintain lifeguard rotations, staff breaks, and coverage.
- Address and document staff performance issues, providing guidance and discipline as necessary.
- Set a positive example for staff in conduct, customer service, and work ethic.

### **Public Relations**

- Maintain positive and professional relationships with patrons, staff, and community members.
- Handle customer inquiries, concerns, and complaints effectively and diplomatically.
- Promote a clean, friendly, and inclusive environment for the community.
- Attend IVRPD board meetings when requested.

### **Other Responsibilities**

- Delegate janitorial duties to staff, including restroom cleaning, trash collection, and general facility upkeep.
- Participate in problem-solving related to patron issues, scheduling, and operational concerns.
- Perform other duties as necessary or assigned.

### **Qualifications**

The General Manager retains full discretion to determine whether an applicant must possess all of the experience and qualifications listed below. Any combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered qualifying. A typical pathway to obtain the required qualifications would include:

- Training equivalent to a high school diploma required.
- Significant experience and knowledge in pool management operations preferred.
- General management or supervisory experience preferred.
- Current First Aid Certification required.
- Knowledge of applicable Federal, State, and Local laws, codes, and regulations related to aquatic facility operations.

#### **Physical Demands**

- Ability to work flexible hours, including weekends and holidays.
- Physical exertion required, including lifting, carrying, pushing, and moving heavy objects.
- Ability to climb in and out of the swimming pool and up and down pool stairs.
- Ability to verbally and in writing communicate detailed and important instructions to staff and the public.
- Must be physically able to perform tasks related to facility upkeep and staff supervision.

#### **Environmental Elements**

- Work is performed in both outdoor aquatic environments and office settings with exposure to sun, pool chemicals, and variable weather conditions.
- May interact with upset or dissatisfied patrons and staff while enforcing policies and procedures.
- Will be exposed to wet and slippery surfaces and noise from pool activities.

#### **Probationary Period**

Successful applicant shall have a one (1) year probationary period.

#### **Wages/Benefits**

Pay scale and benefits are under the most current, approved schedule.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The Indian Valley Community Services District assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice.