

JOB TITLE: Pool Manager of the Muehlhausen Aquatics Center(MAC)

ACCOUNTABLE TO: Parks Administrator

PRINCIPAL PURPOSE OF JOB:

During the seasonal operations of the MAC, the Pool Manager must oversee all pool, staff, and program operation in accordance with policies and standards as set by the American Red Cross and the Logansport Parks & Recreation Department and the City of Logansport.

ESSENTIAL LEVEL OF AUTHORITY:

Directly supervises assigned pool employees, contract program instructors. Is responsible for the overall direction, coordination and evaluation for the aquatics division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; providing feedback and coaching employees, appraising performance; and resolving issues.

WORK ENVIRONMENT:

While performing the duties of this job, the employee works outdoors the Muehlhausen Aquatics Center(MAC) and is exposed to outside weather conditions. The noise level in the work environment is moderately noisy at the Muehlhausen Aquatics Center. Work around chemicals working with Chlorine tablets, sealed acid containers & cleaning supplies. Also, testing kit is operated with reagents that define the water sanitation.

EXAMPLES OF DUTIES:

The following duties are not inclusive of all duties and the incumbent performs other related duties as required:

- Hires, trains, supervises & schedules all aquatics personnel.
- Provides overall daily & special event supervision of the aquatics staff.
- Trains, directs, and enforces all safety regulations
- Regularly inspects and processes all service records, log books, & reports submitted by personnel.
- Provides leadership to the staff and pool patrons in a consistent manner.
- Provides regular meeting time with the Aquatics staff to communicate job assignments, schedules and other concerns.
- Review and rehearses with Aquatics staff the written emergency and accident plan, which deals with near-drownings and other aquatic accidents.
- Supervises opening and closing procedures and ensures that supplies, equipment and facilities are obtained, stored, maintained and utilized.
- Maintains health and safety practices for park patrons, including mailing of water samples; completing incident and accident reports.
- Maintains pool appearance.
- Performs and documents daily inspection of the MAC including the bathhouse, pumphouse and employee work areas;
- Works with Administrator or designee to prioritize repairs & improvements.
- Visually checks fire extinguisher for serviceability on a monthly basis.
- Provides back-up to all personnel as needed.
- Assists Maintenance Superintendent to arrange & oversee contract work to be performed at the Municipal Pool.
- Maintains daily work records and equipment service records.
- Makes purchases with prior approval as necessary.
- Attends meetings as necessary.
- Responds to emergencies - being on call 24 hours per day, 7 days per week.
- Establishes and builds program partnerships to enhance services.

- Evaluates Aquatics operations as well as job responsibilities at the close of the summer season.
- Performs other related essential duties as required.

QUALIFICATIONS:

Education:

- Prefer a bachelor's degree from a post-secondary institution.

Experience:

- Prefer a minimum of 25 years of age or 5 season's experience at a similar Municipal Pool.

Licensing and Certification:

- Possession of a valid Indiana State driver's license at the time of appointment or the ability to obtain one within thirty (30) days, and a driving record acceptable to the City's Risk Manager.
- Prefer a bachelor's degree from a post-secondary institution.
- Prefer a current certification as a Certified Pool Operator(CPO).
- Has previous experience in a management or supervisor position at a similar aquatic area of at least 6 weeks duration.
- Holds current certification for Either American Red Cross Lifeguard or its equivalent (i.e., YMCA, Boy Scouts, or Jeff Ellis & Associates).
- Holds current certification in Standard First Aid from the ARC or the Equivalent and Cardiopulmonary Resuscitation form the ARC or the equivalent

Knowledge, Skills, and Abilities:

- Demonstrated leadership experience, including feedback and coaching.
- Ability to forge effective relationships with community organizations, businesses, and individual community members.
- Knowledge of department inventory of services, identifying how services meet the needs of the community and positioning recreation services for the future.
- Knowledge of aquatics program delivery processes, facility management and customer service systems.
- Computer knowledge and proficient in Microsoft Office.
- Ability to interpret and analyze data and use data for effective decision making.
- Skill in communicating with the public, elected officials and staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EEO CATEGORY Officials and Administrators

STATUS Exempt