

**CITY OF COLVILLE  
JOB DESCRIPTION  
SWIMMING POOL**

**TITLE:** MANAGER

**FLSA STATUS:** Non-Exempt

**GENERAL DESCRIPTION:**

The Manager is responsible for the overall daily operation of the City swimming pool and its staff.

**REPORTS TO:** Recreation Coordinator.

**SUPERVISES:**

Head Lifeguard, Lifeguard/Swim Instructors, Cashiers, Instructors for special classes and all aquatic volunteers.

**ESSENTIAL FUNCTIONS:**

- **50%...** Oversees daily operation of the pool and makes sure aquatics staff are efficient and competent. Performs regular lifeguarding duties as necessary. Performs all water tests and filters and adds necessary chemicals to ensure properly balanced, sanitized water quality. Handles complaints made by the public in a diplomatic manner, or refers to Recreation Coordinator when necessary.
- **20%...** Works with Water Department staff to perform facility maintenance. Maintains daily records, including incident and accident reports, water quality, maintenance, and patron usage. Completes employee evaluations for all aquatics staff. Assists the Recreation Department in keeping the yearly revenue records up to date.
- **12%...** Schedules and conducts regular in-service sessions to ensure proper training of all staff. Facilitates pre-season staff meeting to review duties, skills, and facility operations, and facility specific training. Conducts pre-season and mid-season skills testing of all aquatics staff. Prepares and organizes a swimming lesson sign-up schedule (includes publicity via radio announcements and press releases, readying lesson rosters, etc.). Begins, oversees and finishes all vacuum procedures.
- **7%...** Prepares and verifies employee swim lesson and guarding work schedules. Notifies City Hall and Recreation Coordinator in cases of lightening, break-ins, accidents, chlorine leaks, or chemical problems, or any other questionable situation. Ensures that course records for swimming lessons are completed and turned in to the Recreation office with class rosters. Responsible for the timely collection, verification, and delivery of time sheets to the Recreation Coordinator. Keeps an

accurate and up to date inventory of all chemicals and supplies and purchases needed supplies (such as staff uniforms, first aid supplies, cleaning supplies, chlorine, etc.) before and during the season to ensure a safe, well-equipped facility while staying within a set budget.

- **6%...** Performs all daily closing and opening duties including:
  - Water tests, filters, and adjusting chemicals;
  - Completes facility safety checks and insures that all safety equipment is stored properly.
- **5%...** Oversees all necessary cashiering duties as follows:
  - Receiving, counting, and paying out cash for daily and seasonal pool fees;
  - Ensuring that receipts are written for each monetary transaction;
  - Registration of students for all swimming pool classes;
  - Issuing and recording the sale of season passes and punch cards;
  - Counting and balancing daily revenue and completing daily revenue forms. Forms and revenue shall be placed in the night depository at Bank of America and then delivered to the City Treasurer's office on the next day of business;
  - Providing copies of daily revenue forms to the Recreation Department for bookkeeping purposes;
  - Checking clothing bags in and out of the office area;
  - Keeping first aid kit and office in order;
  - Cleaning office area on a daily basis;
  - Giving first aid help to patrons;
  - Other duties as assigned.

#### **EDUCATION AND/OR EXPERIENCE:**

Minimum of two (2) seasons lifeguarding experience.  
Minimum of one (1) full season of teaching swim lessons.  
Familiar with general pool operations and equipment.  
Familiar with duties of all other pool staff.  
Experience as an assistant manager or as a manger preferred.

#### **REQUIRED CERTIFICATIONS AND LICENSES:**

American Red Cross Lifeguarding  
American Red Cross Water Safety Instructor (WSI)  
American Red Cross First Aid  
American Red Cross CPR for the Professional Rescuer  
Certified Pool/Spa Operator (CPO) or closely related training desirable

#### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A majority of the duties performed by this individual will take place in and around the Colville Swimming Pool. While performing the duties of this job, the employee will frequently work near moving mechanical parts and in outside weather conditions and is frequently exposed to fumes, airborne particles, toxic or caustic chemicals.

The noise level of the work environment is usually low to moderate.

While performing the duties of this job, the employee is constantly required to climb into lifeguard stanchions, climb in and out of the swimming pool (with or without the use of pool ladders), and to walk up and down stairs. The employee is frequently required to use hands and fingers to handle or feel objects or equipment; stop, kneel, twist, crouch, or crawl; talk or hear; and taste or smell.

The employee must be able to lift and/or move victims, equipment, and supplies weighing up to 150 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee will be required to maintain a degree of fitness and strength to meet the demands of the job.

REVIEWED BY:

\_\_\_\_\_  
Mayor Richard Nichols

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Date

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Holly Pannell, CMC  
City Clerk/Human Resource Manager

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Date