

## CITY OF CASHMERE JOB DESCRIPTION

Title: **Pool Manager**

Department: City Pool

Reports to: City Clerk

Supervises: Head Guards, Lifeguards, and Cashiers

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### POSITION SUMMARY

This position oversees all operations at the pool. In addition to performing lifeguarding and teaching swim lessons, the manager is responsible for planning and maintaining all operations and programs at the City pool. This includes operation times, swimming lessons, hiring and supervising staff, lifeguarding procedures, training and updating staff certifications. The Manager is also responsible for coordinating with the City of Cashmere, Health Department and the Cashmere Swim Team.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- ❖ Hire guards and select Head Guards
- ❖ Create work schedules
- ❖ Assign Swim Instructors to appropriate classes
- ❖ Plan, coordinate and conduct staff training and meetings
- ❖ Coordinate and conduct Red Cap drills
- ❖ Help facilitate friendly and workable relations among staff
- ❖ Communicate with Head Guards to monitor daily operations
- ❖ Monitor professional conduct of lifeguards
- ❖ Monitor the bather load so the 30 patrons to every guard ratio is maintained
- ❖ Instruct staff regarding procedures for closures, emergencies and other special situations
- ❖ Set up and request necessary supplies at the beginning of the season and when necessary for operation.
- ❖ Check mechanical operations regularly for problems
- ❖ Teach swim lessons according to accepted principles
- ❖ Monitor assigned "Area of Responsibility" while on duty
- ❖ Monitor weather conditions so the Pool can be evacuated promptly in a lightning storm
- ❖ Operate cash register according to procedures described in the Office Procedures manual
- ❖ Enforce pool rules in a consistent and just manner
- ❖ Handle conflicts between swimmers in a consistent and just manner
- ❖ Take control in conflict situations when necessary
- ❖ Respond appropriately to public inquiries regarding pool rules
- ❖ Check pool chemicals regularly
- ❖ Carry out Emergency Action Plan in the case of an emergency
- ❖ Maintain all pool records
- ❖ Plan and discuss with the City future improvements and maintenance for the Pool
- ❖ Keep accurate and up-to-date time sheets
- ❖ Coordinate with City staff to meet Health Department Standards.
- ❖ Maintain records of all incidents and injuries

- ❖ Clean changing rooms, office, and pool deck
- ❖ Keep toilet paper and soap stocked in changing rooms
- ❖ Stock supplies for both patrons and guards

#### KNOWLEDGE, ABILITIES AND SKILLS

- ❖ Demonstrate leadership skills
- ❖ Comprehensive knowledge of all Pool operations and procedures
- ❖ Possess and demonstrate strong work ethic
- ❖ Effectively communicate with Lifeguards and public
- ❖ Operate office machines such as cash register, 10–Key calculator and laminator
- ❖ Understand balancing procedures
- ❖ Organize and plan programs, training, meetings and events

#### QUALIFICATIONS

- ❖ Certified Lifeguard
- ❖ Current First Aid and CPR Training for the Professional Rescuer
- ❖ LGI certified and preferably WSI Instructor certified
- ❖ Able to complete a 500-yard swim in less than 10 minutes, tread water holding a 10 lb. object using only legs for 1 minute and swim to the side with it.
- ❖ At least four summers of full time employment or equivalent Lifeguard experience
- ❖ Management experience
- ❖ Cash handling experience

#### STEP ADVANCEMENTS

- ❖ Wage increases will be based on number of years of service at the pool and/or certifications.

#### WORKING CONDITIONS

- ❖ Public Relations: answer questions and effectively handle difficult situations
- ❖ Hours are worked in an irregular and unpredictable manner

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The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.