VILLAGE OF BIG SPRINGS
Pool Manager and Assistance Manager Job Description

Job Class Title:

Pool Manager and Assistant Manager

Age Requirement:

- **Manager:** Minimum: 18 years / Maximum: None

- **Assistant Manager:** Minimum: 17 years / Maximum: None

General Purpose:

Responsible for performing administrative, supervisory, and professional tasks related to the operation and maintenance of the swimming pool.

Supervision Received:

Reports to the Village Parks and Pool Commissioner.

Required Qualifications:

- Current lifeguard certification

- Current CPR certification

- Current First Aid certification

- Current State of Nebraska Pool Operators certification

- Valid state driver's license

- Strong oral and written communication skills

- Ability to establish and maintain effective working relationships with employees, community leaders, and the public

- Proven capability to plan and supervise the work of staff and volunteers

- Proficiency in using tools and equipment required for swimming pool operations

Essential Duties and Responsibilities:

1. Staff Management:

- Supervise and manage daily operations to achieve organizational goals within available resources.

- Plan and organize workloads and staff assignments; provide training, motivation, and performance evaluations.

- Address grievances and maintain a positive working environment.

2. Leadership and Communication:

- Provide professional advice to supervisors and deliver presentations to boards, civic groups, and the public.

- Communicate official plans, policies, and procedures to staff and the public.

3. Operational Oversight:

- Develop work procedures, schedules, and workflows; standardize operations for improved efficiency.

- Assign duties, issue written and oral instructions, and ensure adherence to policies and procedures.

4. Administrative Tasks:

- Prepare and maintain reports such as attendance records, accident reports, and routine accounting documents.

- Review and approve staff timecards and coordinate pool rentals and special events.

5. Pool Operations and Maintenance:

- Enforce safety policies, monitor the pool area, and oversee rule compliance.

- Manage and maintain the pool's filtration system and water chemistry standards by testing and adjusting as needed.

6. Miscellaneous Duties:

- Handle administrative tasks, including answering phone calls, managing supplies, selling tickets, collecting fees, and running errands.

- Assist with planning, organizing, and executing pool-related events.

Peripheral Duties:

- Serve as a lifeguard as required.

Physical Demands:

The physical requirements for this position include, but are not limited to:

- Frequently swimming, walking, sitting, talking, and hearing.

- Occasional use of hands to handle, feel, or operate objects, tools, or controls and reach with arms.

- Occasional climbing or balancing, as well as lifting or moving objects weighing up to 100 pounds.

- Specific vision abilities, including close vision, distance vision, peripheral vision, and the ability to adjust focus.

Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties.

Work Environment:

The work environment for this role includes:

- Frequent outdoor exposure to weather conditions, including wet or humid environments.

- Occasional exposure to toxic or caustic chemicals.

- A typically quiet office environment but moderately loud noise levels in pool areas.

Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential duties.

Selection Guidelines:

- Selection will involve a formal application, evaluation of education and experience, oral interviews, reference checks, and potential job-related testing.

- The duties listed above are illustrative of the type of work that may be performed and are not intended to exclude other logical assignments.

- This job description does not constitute an employment agreement. The employer reserves the right to adjust this document based on the needs of the organization and the requirements of the role.