



Town of Fredonia

25 N Main St. * PO Box 217 Fredonia AZ 86022
Fax: 928-643-7627 * Office 928-643-7241

Job Description

Position: Pool Manager

Department: Swimming Pool

Reports to: Town Manager

Classification: Non Exempt; Seasonal; from May to August

Wage: \$10/hour

Position Summary:

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms & concession stand area, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

Examples of work (essential functions)

- Prepare all work schedules for employees making sure the Manager or Asst. Manager is on duty at all times the pool is open; maintain staff rotations and staff breaks; insure all employees work no more than 40 hours; have all signed timecards to the Town Clerk by 9 a.m. every other Monday
- Chemical analysis and application
- Assist Town Manager in hiring of lifeguards
- Insure employees under his/her direct supervision are properly trained in their duties by holding monthly training & safety meetings
- Track pool attendance, balance cash drawer, & bring money to the Town office for deposit
- Insure proper operating condition of all equipment and inform Town Manager when supplies are needed and if equipment needs repaired
- Enforce the Town of Fredonia Swimming Pool rules and regulations to staff and public ; maintain discipline at the swimming pool facility and supervises all staff enforcing staff policies and rules; and handle first aid problems
- Maintain positive public relations at the swimming pool
- Document and reports all disciplinary problems and accidents and prepare a report concerning pool operations and activities and deliver to the Town Manager by the 5th of every month
- Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed daily

- Set a positive example for the rest of the staff to follow
- Schedule events held at the pool at times other than the regularly scheduled hours
- Check all gates and doors at closing time
- Other duties as deemed necessary or as required

Education & Experience: Prefer candidates with significant knowledge and experience in pool management operations. Training equivalent to high school diploma required. General management experience preferred. Lifeguard Training Certification preferred. CPR & First Aid Certification preferred and/or obtainable.

Age: Must be eighteen years of age or older.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly. Employee needs to be a good problem solver and decision maker. Employee is responsible for limited budgetary control of the Pool department during summer operations. The employee does not participate in the annual department budget process

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position. Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders