

NEW HANOVER TOWNSHIP

Title: Pool Manager

SUMMARY:

This is management and supervisory work of considerable responsibility. The employee in this position is responsible for the maintenance, operation and management of the Hickory Park swimming pools.

SUPERVISION RECEIVED:

Works under the general direction of the Township Manager.

ESSENTIAL FUNCTIONS:

Assure maximum safety of all pool members.

Assure safety of pool personnel.

Assist with recruiting, selecting and assignment of pool personnel.

Schedule, train and supervise pool personnel.

Develop standard emergency operating procedures.

Plan and implement certified aquatics teaching program.

Develop and conduct weekly in-service training programs for all lifeguards, including, but not limited to:

1. Resuscitation techniques
2. Rescue methods
3. Physical conditioning
4. Public relations
5. Policies and procedures

Maintain high safety and health standards for the complexes in accordance with Pennsylvania Department of Environmental Resources regulations.

Monitor pool water chemistry to maintain pool sanitation, water clarity and bather health and comfort.

Maintain proper member discipline of patrons at all times.

Enforce all pool policies, rules and regulations governing the conduct of persons using the pool facilities as adopted by the Department of Parks & Recreation.

Handle all grievances and/or discipline cases involving pool members.

Represent the Township in all matters pertaining to patron services.

Be friendly, helpful and courteous to all pool patrons.

Oversee operation and maintenance of pool complexes and auxiliary facilities.

Oversee maintenance and cleaning of bathhouse facilities.

Operate all systems required to contain, circulate, filter and treat swimming pool water.

Supervise the collection and banking of all receipts taken in by pool operations. Sign and check all daily cash receipt sheets and lesson registration sheets prior to submitting them to the township office.

Prepare and submit pool payroll to the Township Manager by checking all personnel's attendance, time, days off, days ill or any other aspects affecting their due pay.

Prepare and submit a weekly report to Township Manager regarding problems with staff, members, injuries, incident reports, water quality and any mechanical or filtration problems. Prepare and submit a final year-end report and evaluation of pool operations with recommendations for future operations.

Develop and implement practices and procedures that support pool/facility operation and policies.

Keep records of attendance, maintenance, vandalism and administrative matters.

Maintain and operate the concession stand. This included inventorying as well as placing orders for additional products. Working with various food vendors and making calls concerning their product line.

Assume any other duties or responsibilities that the Township Manager may assign to insure proper pool operations.

QUALIFICATIONS:

Must be 21 years of age or older.

A bachelor's degree from a recognized college or university, preferably with specialization in physical education or recreation administration preferred.

Valid PA Driver's License.

Current certification as Water Safety Instructor for the American Red Cross, YMCA, or other recognized agency-offering instruction in aquatic programs and lifesaving.

Minimum of three years aquatic leadership experience.

Previous, actual, experience in pool maintenance and aquatic program organization.

Ability to deal with the public in an understanding and diplomatic manner and to solve disciplinary problems swiftly and effectively.

Possess considerable knowledge of first aid methods and necessary safety precautions used in aquatics work.

PHYSICAL REQUIREMENTS:

Ability to stand, sit, walk, and run frequently at all levels.

Ability to lift and carry up to 50 pounds of equipment.

Ability to reach, bend, kneel, crouch, constantly throughout the workday.

Ability to handle equipment and vehicle controls.

Ability to work in all weather conditions.

