



Administration
Carlton Pool Employment
191 E. Main Street
Carlton, OR 97111
Phone: (503) 852-7575
www.ci.carlton.or.us

Carlton Pool Manager Job Description

GENERAL PURPOSE: The fundamental reason this position exists is to manage the daily operation of the City of Carlton's outdoor swimming pool during the summer season.

SUPERVISION RECEIVED: Works under the general supervision of the City Manager.

SUPERVISION EXERCISED: The Pool Manager supervises and evaluates staff in the pool operation during the aquatics season.

ESSENTIAL FUNCTIONS:

- Supervise part-time pool operations staff
- Direct and supervise the collection of all fees; prepare daily records or receipts and deposits in accordance with agency policies
- Maintain, analyze and submit pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings); assist with water backwashing, accidents, rescues and assists in first aid
- Develop and maintain ongoing, in-service training for cashiers and lifeguards
- Develop, promote and supervise a diversified aquatics program for all ages in accordance with community needs
- Plan, direct and supervise both the staff and volunteers in the conduct of instructional swimming programs and special events
- Assume direct responsibility for the maintenance and operation of the lighting; assist with filtration, sanitation and overall safety of the facility
- Demonstrate continuous effort to improve operations, streamline work processes and work cooperatively to provide quality, seamless customer service
- Oversee the safe and proper operation of assigned pool facility; ensure all facility rules and safety guidelines are followed; report breaches of rules as necessary
- Expel swimmers/patrons, if necessary, for willful disobedience of pool rules
- Perform other tasks as assigned or needed

MINIMUM QUALIFICATIONS:

Experience: Swimming pool management, swimming instruction, lifeguarding or related activity; or any equivalent combination of education, experience and training which demonstrates the required knowledge, skills and abilities.

Education: High School Diploma or GED

Special Qualifications:

- Required – Lifeguard Training Certification and Water Safety Instructor and/or (2) or more years of swim instructor experience.
- Preferred - Lifeguard Training Instructor Certification, Water Safety Instructor and/or (3) or more years of teaching experience
- Possess a valid Oregon Driver's License
- Must pass a background check

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of operation of a swimming pool, including sanitation, maintenance, safety and public relations. Approved swimming, lifesaving and first aid techniques. Swimming pool hazards and safety precautions. The principles and practices of training and supervision. Swimming pool cash management, operations and recordkeeping. Rules and regulations pertaining to pool use.

Considerable skill in supervising paid staff. Designing, developing and delivering training programs for staff. Communicating effectively with diverse populations. Using recreational equipment for assigned program areas. Applying federal, state and city laws, rules and regulations to recreation program areas. Collaborating with the other departments and agencies within the city.

Ability to effectively train and supervise assigned personnel, including scheduling and assigning work. Plan, organize, implement and oversee a recreational aquatics program. Establish and maintain effective working relationships with those contacted in the course of work, including children. Work in a team-based environment to achieve common goals. Exercise tact and maintain poise in resolving disputes and differences arising with the public and employees. Communicate clearly and effectively; both verbally and in writing.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will be working in outside weather conditions. The employee will be exposed to the wet and/or humid conditions. The employee will be exposed to direct sunlight. The noise level in the work environment is moderately loud. Pool chemicals are to be administered as necessary and are stored on-site.

OTHER

The duties listed within this job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical to an assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

The City of Carlton is an Equal Opportunity Provider

The City of Carlton employment decisions without regard to race, color, gender, national origin, religion, marital status, age, prior industrial injury, mental or physical disabilities unrelated to job performance, or veterans. The City of Carlton is a Drug-Free Workplace and complies with the Oregon Smoke-Free Workplace law. Candidates who are provided a conditional offer of employment may be subject to a criminal history records check. Those candidates who will be in a safety sensitive position will be subject to a pre-employment drug test. Those candidates who will be required to hold a driver's license will be subject to a pre-employment DMV records check to ensure a safe driving record.