

## **Pine Mountain Lake Association Job Description**

**Job Title:** Pool Manager  
**Job Code:** 68  
**Department:** Recreation  
**Location:** Swimming Pool Facility  
**Reports To:** Assistant to the General Manager  
**FLSA Status:** Non-Exempt  
**Prepared Date:** 2/10/2021 sa

### **SUMMARY**

Manages overall operation of swimming pool and facility maintenance, snack bar functions, and staff supervision. Must be professional and courteous to property owners, renters, guests and staff. As the Pool Manager must have availability during pool operating hours.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Schedules workers and time reports.
- Purchase and stock snack bar supplies.
- Records cash receipts and deposits (as needed).
- Facility set-up, inspects, cleans and reports loose or damaged tile.
- Pool maintenance, such as removing leaves and other debris from surface of water, sweeps pool, adjusts chemicals, and monitor filters.
- Prepares service report of materials used and work performed.
- Maintains swimming pool equipment, lounge chairs, tables, and restroom and shower facility and supplies.
- Supervises activities and conduct of pool area.
- Enforces pool rules.
- Responsible for proper admittance to pool area.
- Assists in special event functions such as July 4<sup>th</sup> party, Labor Day, etc.
- Organizes swimming lesson program.
- Generates an environment of teamwork.
- Regular, punctual attendance required.
- Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 4 to 5 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

One-year certificate from college or technical school; or one to two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide. Ability to perform these operations using units of U.S. currency, weight measurement and volume.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

C.P.R., First-Aid Training, and Water Safety Instructor (WSI) Certificate required. Mandated Reporter General Training Certificate (Completed upon hire).

## **OTHER SKILLS AND ABILITIES**

- Ability to operate specific equipment and tools
- Ability to use a computer
- Good communication skills (verbal, nonverbal and written)
- Ability to set priorities
- Customer service skills
- Ability to work as a team member

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions and is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to toxic or caustic chemicals and risk of electrical shock. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

Employee shall work well under pressure; meet multiple and sometimes competing deadlines. Employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.