

City of Macon, Missouri - Job Description

Municipal Pool Manager

Department: Pool

Reports To: City Clerk and/or City Administration

FLSA Status: Non-Exempt

Employee Position: Seasonal

Summary

Responsible for all duties pertaining to the management and operation of the City of Macon Municipal Pool during its use by residents and their guests. This position will have an impact on the safety of all facility workers and program participants who utilize the pool area.

Essential Duties and Responsibilities

Essential duties and responsibilities include the following (other duties and responsibilities may be assigned):

- Assures maximum possible safety to all persons using facility
- Active part of Lifeguard staff; enters water to rescue individuals in trouble and uses necessary aid to revive them
- Ensures patrons inquiries or issues are taken care of effectively and with consideration using good public relations skills
- Responsible for opening and closing facility at scheduled times as set by the City
- Responsible for training, supervising, and evaluating staff; recommends corrective action to City when needed
- Schedules adequate staff to cover all necessary shifts during normal operation hours and special events
- Proofs and submits staff timesheets to City Clerk on dates and times as required
- Assists in organization of pool facility programs.
- Enforces all rules and regulations for the operation and administration of the facility as set by the City of Macon
- Closes pool whenever the safety or health of the patrons is endangered (ie. weather conditions, water clarity, etc.)
- Responsible for collection of fees, preparing daily collection report, turning in money daily to City Clerk.
- Responsible for preparation of records of gate attendance, season-pass sales, program participation, and other information beneficial for financial and budgetary purposes.
- Responsible for water testing, insures appropriate chemical levels are maintained
- Purchases supplies (within facility budget; in accordance with City purchasing parameters)
- Ensures custodial and maintenance duties are properly performed to achieve safe, sanitary, and pleasing conditions
- Ensures facility and equipment functions properly and are in good repair through staff efforts and work order requests
- Reports daily to the City Clerk (i.e. provides verbal or written staff report of daily operations and discusses necessary issues at the facility)

Qualification Requirements

To be considered for this position, applicant must be at least 18 years of age and be able to pass a skills test. Must possess a valid government issued ID and Social Security Card. 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, skills and abilities required for this employment position. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.

Education/Experience:

- Business record keeping and accounting
- Lifeguard experience
- Three (3) years of experience in public relations or similar experience, or any equivalent combination of education, training, and experience that demonstrates the ability to perform the duties of the position that is deemed acceptable by the City.

Certification/Licensure:

- Lifeguard Certification required (city will provide training)
- current CPR training required (city will provide training)
- Valid Missouri Driver License
- Proof of citizenship and/or eligibility to legally work in the United States of America
- Must submit to and pass a pre-employment drug test and background check

Knowledge of:

- basic water and pool safety procedures
- safe equipment operation and maintenance
- business and bookkeeping practices and procedures
- customer service principles
- basic computer operations and applications, including word processing and spreadsheets (Microsoft Office)

Skilled in:

- recognizing hazardous situation; attentiveness to visual and audible cues for recognitions and identification of swimmers in distress or in process of unsafe behaviors
- administering basic First Aid and Cardiopulmonary Resuscitation
- strong, expert swimmer to assist in rescue operations
- orally communicating information and ideas to employees, coworkers, customers, supervisors, and other personnel
- communicating information and ideas to employees, customers, supervisors, and other personnel in written form

Ability to:

- react calmly and effectively in emergency situations
- perform basic cleaning of pool, deck, bath house, etc...
- handle large crowds and high noise levels
- be constantly alert to emergency situations
- sit for extended periods on a raised platform to observe pool activities
- use hands, arms, and legs simultaneously when needed
- lift, pull, and manipulate conscious and unconscious individual in rescue situations (strength)
- supervise and direct personnel
- work tactfully and harmoniously with fellow employees and the general public (human relations)
- operate cash register
- read, comprehend, and follow basic work instructions; both verbal or those written in standard English
- add, subtract, multiply, and divide using whole numbers and decimals; calculate percentages
- organize daily work activities
- be thorough and accurate while performing work activities (attention to detail)
- see things clearly (visual acuity)
- hear
- manipulate objects using the fingers and hands (finger and hand dexterity)
- walk, climb, stand, kneel, stoop (mobility); move light objects (less than 50 pounds)
- judge depth and distance (depth perception)
- gather relevant information to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists (problem-solving ability)
- coordinate hand and foot movements with what is seen (eye-hand/eye-foot coordination)
- professional etiquette

Special Requirements:

- must be willing to work weekends, evenings, and holidays (work schedule will vary)
- must be bondable (pass criminal background check)
- must be able to pass pre-employment and random drug screening
- dress in apparel appropriate for job environment
- maintain confidentiality of privileged information acquired during the course of job performance

Work Environment

The characteristics listed herein describe the work environment the employee encounters while performing the essential functions of this employment position. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS. While performing the duties of this employment position, the employee:

- works in an outdoor environment
- exposed to large crowds and moderate to loud noise levels
- regularly exposed to wet and/or humid conditions

I, the undersigned, have read and comprehend the requirements of holding a position as municipal pool manager for the City of Macon and, if hired, agree to carry out the duties and responsibilities of the position.

Signature of Applicant/Employee

Date

Please return this signature page to the office of the City Clerk along with your application.

The City of Macon, Missouri, is an Equal Opportunity Employer and promotes a drug free environment.