

HAINES BOROUGH
POSITION DESCRIPTION

Pool Manager

SUMMARY:

This full-time position is responsible for the operation and management of the Haines Borough Swimming Pool and swimming program. The Pool Manager is under the direct supervision of the Borough Manager. This job description reflects the administration's assignment of essential duties and responsibilities. It does not prescribe or restrict the tasks that may be assigned.

EXAMPLES OF DUTIES:

1. Performs all Certified Pool Operator duties.
2. Assists the Borough Manager by recommending program objectives, preparing the pool budget, and determining pool personnel needs.
3. Implements all swims and programs that will benefit the Haines community, as approved by the Borough Manager, including preparing daily/monthly schedules and keeping the community informed.
4. Supervises, evaluates, and schedules work for all pool employees.
5. Maintains up-to-date national and state swimming and pool safety standards.
6. Maintains appropriate records including inventory, daily pool usage, timesheets, and other management functions.
7. Prepares daily deposits of fees collected, reconciles them to the pool usage records, and prepares periodic accounting reports for the Borough Manager.
8. Completes forms and reports for the Borough Manager.
9. Develops, implements and enforces pool principles and practices of facility rules, policies, and procedures.
10. Ensures and maintains compliance with state and federal regulations.
11. Advises the Borough Manager of training needs and program requirements.

12. Assists the Haines Borough School District in water safety education.
13. Supervises students and adults who participate in the pool programs.
14. Maintains an adequate inventory of pool supplies and equipment.
15. Responds to patron and staff concerns and questions and provides for a positive atmosphere.
16. Supervises the general care, cleaning, and maintenance of the facility.
17. Performs lifeguard duties, as needed.
18. Perform other duties, as required by the Borough Manager.

KNOWLEDGE AND ABILITIES:

1. Strong working knowledge of swimming and pool programs and the accompanying rules, regulations, and safety precautions.
2. Ability to instruct, assign, supervise, and evaluate pool staff in the performance of their duties.
3. Ability to communicate well and to work cooperatively with the public and staff.
4. Ability to travel to state meetings, as necessary.
5. Working knowledge of the Internet, computers, technology, and accounting as they relate to the work situation.

EMPLOYMENT STANDARDS:

1. Must have the following certifications:
 - Certified Pool Operator
 - American Red Cross Lifeguard Training
 - American Red Cross Water Safety Instructor
2. May have the following preferable certifications:
 - American Red Cross Lifeguard Training Instructor
 - American Red Cross CPR for Professional Rescuer
 - American Red Cross CPR for the Professional Rescuer Instructor
 - American Red Cross Pool Manager
 - American Red Cross Water Safety Instructor/Trainer
3. Experience in the operation and maintenance of pools and pool-related supplies and equipment.
4. Must be at least 21 years old.