



# Pool Staff Supervisor

**DEPARTMENT:** Pool  
**CLASSIFICATION:** Exempt

**DATE:** May 17, 2017  
**PAYROLL:** PSS

## **POSITION SUMMARY**

The Pool Staff Supervisor is responsible for managing daily pool operations in the absence of the Aquatic Facility Manager.

## **ESSENTIAL JOB FUNCTIONS**

*Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.*

- In absence of the Aquatic Facility Manager, this position is responsible for managing daily pool operations and staff.
- Recommends new employee hiring and employee disciplinary action, as well as input on employee job performance.
- Investigate complaints; recommend and administer disciplinary action; handle sensitive personnel matters and recommend grievance responses.
- Knowledge of, and experience with lifesaving methods and water safety, as well as the needs and purposes of swimming pool operations.
- Ability to teach all programs and lessons as scheduled, to pool users of all ages and abilities.
- Assist with customer service and payment processing, respond to public and staff inquiries in a professional manner.
- Assist with planning, scheduling, coordination and implementation of aquatics programs and activities. Coordinates aquatic activities with other departments, agencies and user groups as needed.
- Assist with development of effective publicity programs promoting recreational swimming and instructional opportunities for pool patrons.
- Develop schedules for pool operating hours and work schedules for employees. Direct, coordinate, and schedule day-to-day work activities for the facility.
- Review pool operational information and monitor reports for accuracy. Recommend / direct appropriate operational adjustments.
- Basic knowledge regarding pool chemicals, pumps, filters, vacuuming, and backwashing procedures.
- Responsible for development of the Pool Safety Program.

- Coordinate Pool maintenance functions with the Aquatic Facility Manager.
- Assist with general housekeeping duties in and around the swimming pool facilities. This may include but is not limited to the office and lobby area, pool spectator area, and dressing rooms.
- Comply with federal and state health and safety guidelines, and regulations.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

#### **AUXILIARY JOB FUNCTIONS**

- Work a minimum of 30 hours per week out as a Lifeguard/Aquatic Instructor, unless approved by Aquatic Facility Manager.
- Serve on various employee or other committees as assigned.
- Maintain proficiency in areas of responsibility by reading materials, attending trainings and meetings.
- Participate in in-service training, orientations and staff meetings as requested.
- Maintain work areas in a clean and orderly manner.

#### **QUALIFICATIONS**

*Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. 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 / EXPERIENCE**

- High School Diploma or equivalent plus two years of experience in a year-round aquatic facility as a Head Guard, Supervisor, or Pool Operator, or any equivalent combination of experience and education.
- Customer service skills working with the public and swimming pool staff members.
- Must be able to work well in a group situation or independently, with little supervision

- Must possess strong problem-solving skills.
- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite.
- Ability to communicate effectively verbally and in writing.

### **CERTIFICATES/LICENSES/REGISTRATIONS**

- Possession of current certification issued by a nationally recognized accreditation agency in Lifeguarding, First Aid, CPR, and Water Safety at the professional level is required.
- Must acquire Lifeguard Instructor Certification within six months of employment
- Must Acquire Certified Pool Operator Certification within six months of employment.

### **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 occasionally works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.
- The noise level in the work environment is usually moderately loud.

### **PHYSICAL ABILITIES**

*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.*

- Ability to spend protracted period in the pool.
- While performing the duties of this position the employee is regularly required to use hands to finger, handle, pull, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must 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,

depth perception, and the ability to adjust focus.

**SUPERVISION**

- Works under the general supervision of the Aquatic Facility Manager.
- In absence of Aquatic Facility Manager, may supervise up to 10 FTE employees.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

**REQUIRED SIGNATURES**

*My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.*

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy City Recorder

\_\_\_\_\_  
Date