

CITY OF SHENANDOAH, TEXAS - Job Description

June 2017

JD No. 30-55

Identification

Position Title:	Pool Director
Department:	Pool
Supervises:	Course Instructors and Life Guards
FLSA:	Non-Exempt
Pay Grade:	H3

Job Summary:

Directs the daily operations of the pool. In addition, develops, implements and evaluates a variety of educational, recreational and fitness programs. This position is responsible for recruiting, hiring, supervising and evaluating all pool staff members. Maintains and monitors the annual pool budget. Oversees and makes recommendations for new and/or improved pool facility development. The listed duties are essential job functions that the position has been created to perform. The list of duties is not exhaustive. The Pool Director may be called upon to do any task that is within the scope of the job summary. Job location is at the City Pool. Must be trained and have the ability to use standard pool equipment, i.e., shepherd's hook,ambu-bag, rubber gloves, face mask protector, backboard, chlorine test kit, pool filter, pool skimmer, and pool vacuum. Must be familiar with a saltwater pool and the operation and maintenance of the saltwater system. Will be in direct communication with residents to take comments, resolve concerns, and answer questions.

Principal Duties & Responsibilities:

- Oversee pool facilities and employees, including recruiting, training and scheduling
- Develop, implement and monitor annual pool budget
- Develop, write and enforce pool policy and procedures
- Plan, evaluate and implement all programs provided at the pool
- Assist and monitor with planning and evaluation of pool maintenance
- Make recommendations for improvements to the pool facility
- Report to Council once a month during swim season on the progress of the season
- Responsible for ordering of chemicals and ensuring pool meets Health Department standards
- Required to attend Adult Night activities

Knowledge, Skills and Abilities:

The employee must be proficient in the English language, be able to swim, have knowledge of the basic fundamentals of supervision, and knowledge of the operation and maintenance of a saltwater swimming pool facility. The employee will be required to stand, sit, walk, reach, kneel, bend over, and at times be in the pool for prolonged periods. The employee must have normal vision, hearing and understandable articulation. The employee will work indoors and outdoors during inclement weather conditions and in extreme hot, humid and cold conditions. The employee will also work with caustic substances, be exposed to physical hazards, respiratory hazards, noise, and sun exposure. The employee on occasion may have to move or lift objects or persons weighing up to (100) pounds.

MINIMAL QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High school graduate or GED
- Minimum of 2 years of experience
- Certified Pool/Spa Operator of Aquatic Facilities Operator (AFO) or the equivalent
- Current CPR Certificate