

**CITY OF GONZALES**  
**POSITION DESCRIPTION**

**TITLE:** Pool Manager  
**DEPARTMENT:** Swimming Pool

**JOB CODE:** Seasonal-Summer Program  
**FLSA STATUS:** Non Exempt

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**SUMMARY:** Under general direction of the Parks and Recreation Director, and as established by City Council, Pool Manager will be responsible for overseeing the day-to-day operations of the pool, daily contact with the public and supervising Lifeguards and Cashier. This position directly reports to Parks and Recreation Director for supervision.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

**Essential Job Functions:**

- Opening/Closing and securing pool facility.
- Responsible for basic operation of equipment and chemical inventory.
- Responsible for keeping daily chemical log for pool.
- Supervises maintenance duties of pool facility before and after events and throughout the workday.
- Enforces all rules, regulations and policies to insure patron/pool safety and staff compliance.
- Compiles data of all events and prepares reports for Supervisor.
- Responsible for daily attendance records, closing cash register and keeping account of pool transactions.
- Responsible for keeping track of and completing timesheets for all pool staff.
- Prepare accurate incident/accident reports and submit to Supervisor in a timely manner.
- Participate in all required staff development trainings and departmental meetings.
- Submit inventory orders for equipment and supplies when needed, ensuring timely arrival of materials.
- Responsible for securing all equipment and supplies the end of the season.
- Reports any problems or concerns to Parks and Recreation Director.
- Assist when a lifeguard is needed
- Other duties as assigned.

**Required Knowledge and Skills:**

- Skill in providing excellent customer service to persons of all ages, regardless of social or economic backgrounds
- Must be able to work effectively and cooperatively with patrons, co-workers and Supervisor.
- Must have the ability to supervise and motivate staff.
- Must be able to work with persons from all social groups.
- Must be able to demonstrate mature and sound judgment when making decisions.
- Must be able to coordinate work schedule for pool staff.

**Required Education, Experience, and Certifications:**

- High School Diploma or equivalent.
- One-two years of lifeguard experience.
- Must have American Red Cross certification in: CPR, First Aid, and Lifesaving skills.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an inside/outside environment.
- May be subject to swimming, standing, walking, bending, reaching, kneeling and lifting (up to 50 lbs.)

**Equipment and Tools Utilized:**

- Equipment utilized may include rescue tubes, rescue/spine boards, rescue masks, head immobilizers, first aid kits, mega phone and pool test kit.