

**City of Colfax
Pool Manager Job Description**

Title: Pool Manager	Department: Parks
Reports To: City Administrator & Parks	Hourly: \$18.75
Position Type: Seasonal	Closing Date: Open until filled

MAJOR FUNCTION AND PURPOSE:

Manages all coordination of pool personnel and pool activities and supervises safe, clean and appealing swimming facilities.

SUPERVISION RECEIVED:

Serves under the direct supervision of the City Administrator and Parks Department.

Duties/Responsibilities:

- Supervise and schedule swimming instructors, lifeguards, pool members, pool parties, and other activities.
- Responsible for the security of the pool.
- Monitor operation of filtration system and health requirements of chlorination and PH acidity levels in the water.
- Direct cleaning of the pool and upkeep of all pool equipment and facilities, pool chairs, diving boards, showers, lockers rooms and pool office.
- Generally oversee all pool operations and personnel and coordinate any pool activity.
- Maintain correct payroll records and schedules.
- Provide necessary orientation and training for staff.
- Enforce rules of safety and conduct.
- Be constructive in discipline, helpful in criticism and enthusiastic in compliments.
- Maintain and keep all necessary records concerning pool attendance, pool chemical, accident reports, schedules, time sheets, etc.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Must be able to plan, promote and follow through with programs and be able to test lifeguards for competence. Good communication and people skills required. Must have experience in related position.

Supervises: Lifeguards

I have received a copy of my job description and understand my responsibilities:

Signature

Date