

Employment Opportunity. The City of Kimball, NE has an opening for Pool Manager for the 2021 season. Supervisory experience preferred. Duties include managing daily operations, coordinating staff, and preparing miscellaneous reports. A complete job description and application may be obtained at [www.kimballne.org](http://www.kimballne.org) or at City Hall, 223 South Chestnut, Kimball, NE 69145. This position will remain open until filled.



### Position Description

<b>Job Title:</b>	Swimming Pool Manager	<b>Grade Number:</b>	8
<b>Department:</b>	Pool	<b>Date Modified:</b>	December 3, 2020

This is a Non-Exempt position under the FLSA guidelines.

**General Purpose:**

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs.

**Essential Duties and Responsibilities:**

**SUPERVISION RECEIVED:**

Works under the general supervision of the Administration.

**SUPERVISION EXERCISED:**

Supervises recreation specialists, part-time recreation staff, life guards, instructors, seasonal employees, maintenance staff and volunteers, as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Is responsible for balancing and maintaining daily cash report.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.
- Communicates official plans, policies and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances.
- Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes.



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- Prepares attendance, accident and routine accounting reports.
- Coordinates staff in the development and implementation of aquatics programs.
- Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.
- Schedules and runs various aquatics competitions throughout the year.
- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at meets; making arrangements for rental and use of pool, helping set up for classes, events, etc.
- Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.
- Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.
- Coordinates special aquatics programs, registers participants, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.
- Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

### **PERIPHERAL DUTIES:**

- Works as a lifeguard as needed.
- Serves as a member of various employee committees, as assigned.
- Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS:**

- Education and Experience:
  - High School Diploma or GED
  - Two (2) years of related experience; or
  - Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.



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- Necessary Knowledge, Skills and Abilities:
  - Working knowledge of the principles and practices of modern public administration; working knowledge of human resource administration; Working knowledge of modern records management techniques. Some knowledge of basic bookkeeping or accounting
  - Skill in operation listed tools and equipment
  - Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials and the public; Ability to communicate effectively verbally and in writing;

### **SPECIAL REQUIREMENTS:**

- Valid Nebraska Driver's license with an acceptable driving record.
- Must be insurable under the City of Kimball Automobile Policy.

### **TOOLS AND EQUIPMENT USED:**

- Typewriter, personal computer, including word processing, spreadsheet and data base software; mainframe computer terminal; 10 key calculator; phone; copy machine; fax machine.

### **PHYSICAL DEMANDS:**

- 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.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **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.
- The noise level in the work environment is usually quiet.

### **SELECTION GUIDELINES:**

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.



### Position Description

- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	