

Pool Manager – City of Port Aransas, Texas

Job Title: Pool Manger
Department: Parks & Recreation Department
Reports To: Parks & Recreation Director
FLSA Status: Non-exempt
Prepared By: Parks & Recreation Director
Salary/Grade: 19
Date: 5/16/2019

Summary: Manages pool facilities to provide recreational activities to public by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following:

- Promotes community participation in aquatic facility by establishing programs, event and classes.
- Receives rental contracts and schedules pool activities.
- Compiles record of pool activities.
- Orders supplies and necessary equipment.
- Enforces regulations and policies governing operation of pool facility.
- Oversees pool lifeguards and engages in keeping premises of pool facilities clean and in good repair.
- Other duties may be assigned.

Supervisory Responsibilities:

Directly supervises employees in the Pool Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies-

- *Problem Solving* – Ability to recognize, resolve and repair abnormal operating conditions promptly. Develops alternative solutions; Uses reason even when dealing with emotional topics.
- *Technical Skills* – Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- *Customer Service* - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance.
- *Interpersonal Skills* – Maintains confidentiality; focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control; remains open to other ideals and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.
- *Written Communication* - Writes clearly and informatively; able to read and interpret written information.
- *Teamwork*- Balances team and individual responsibilities; contributes to building a positive team spirit; supports everyone's efforts to succeed; provides recognition for achievements.
- *Delegation* – Matches work assignments to the abilities of the person; sets expectations and monitors activities.

- *Managing People* – Takes responsibility for subordinates’ activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates’ skills and encourages growth.
- *Leadership* – Exhibits confidence in self and others; accepts feedback from others.
- *Quality Management* - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- *Organizational Support* - Follows policies and procedures; completes tasks correctly and on time; supports organization's goals and values.
- *Judgment*- Displays willingness to make decisions; exhibits sound and accurate judgment.
- *Planning/Organizing* – Prioritizes and plans work activities; uses time efficiently.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- *Quality* – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality.
- *Quantity* – Meets productivity standards; completes work in timely manner.
- *Safety and Security* - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly;
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- *Attendance/Punctuality* - Is consistently at work and on time; ensures work responsibilities are covered when absent.
- *Dependability*- Follows instructions, responds to management direction; takes responsibility for own actions.
- *Initiative* - Volunteers readily; undertakes self-development activities; looks for and takes advantage of opportunities; asks for and offers help when needed.
- *Ethics* – Upholds department standards, setting proper example to subordinate employees with gratitude and respect.
- *Organizational Support* - Follows policies and procedures; completes administrative tasks correctly and on-time; indoctrinates work activities; supports organization's goals and values.

Qualifications: 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 and/or Experience: Degree from college or technical school; and three years related experience and/or training; or equivalent combination of education and experience.

Language Skills: Ability to read and comprehend documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and group situations to customers, clients, and other employees of the organization.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: To perform the job successfully, an individual should have knowledge of internet software and word processing software.

Certificates, Licenses, Registrations: Valid Texas Driver License in good standing, Lifeguard Certification from a nationally recognized organization, First Aid Certification, CPR/AED for Professional Rescuer, Oxygen Administration Certification, and Pool Operator Certificate from a nationally recognized organization.

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.

The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee occasionally is required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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.

While performing the duties of the job, the employee is exposed to outside weather conditions; extreme cold and extreme heat; toxic or caustic chemicals. The employee is occasionally exposed to moving mechanical parts; high precarious places and risk of electric shock. The noise level in the work environment is usually moderate.

Additional Requirements: Employee is subject to a complete criminal history and child protective services background search with acceptable results.

**To apply, please go to the City of Port Aransas Webpage at
<https://cityofportaransas.org/>**