

## **City of Cokato Job Description**

**Position Title:** Pool Manager - Operations  
**Department:** Public Works - Parks  
**Status:** Hourly, non-exempt, seasonal  
**Reports To:** City Administrator

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### **Summary**

Perform a variety of duties including the supervision and daily operation of the outdoor swimming pool and pool facilities. The Pool Operations Manager is expected to oversee the general pool operations, including supervising lifeguards and concession workers, and monitoring the pool operations to ensure compliance with state regulations. The Pool Operations Manager works without a need for work direction or direct supervision on daily tasks.

### **Essential Duties and Responsibilities**

- Supervise the daily pool operations and special events.
- Assist the Personnel Committee with reviewing applicants and making hiring recommendations for lifeguards and concession workers.
- Select experienced personnel to supervise the pool in the manager's absence.
- Prepare daily work schedules for pool employees.
- Conduct staff meetings and training for pool employees.
- Order supplies as needed for the pool area.
- Maintain and control supplies and equipment inventory and alert supervisors of shortages or other needed repairs.
- Ensure all reports and funds are properly reconciled and turned in to City Hall at the end of each day.
- Enforce safety and health standards.
- Coordinate and make recommendations on schedules, fees, and special events.
- Supervise and monitor pool area users, maintaining order and safety; enforce policies, rules, and regulations established by the City of Cokato.
- Follow proper emergency procedures when needed; administer first aid as needed.
- Interact with community members in a professional, courteous, friendly, and helpful manner.
- Maintain a positive and active role at the pool, even while working under potentially stressful conditions, including adverse weather, or working with difficult or injured participants.
- Work cooperatively with supervisors and co-workers.
- Actively communicate needs and requests, including those of participants, to supervisor.
- Complete accident or other reports as directed by supervisor.
- Other duties as assigned.

### **Education and/or Experience**

- 18 years of age or older.
- CPR/PR Certified.
- Customer service skills.
- Cash handling/math skills.
- Knowledge of general housekeeping techniques.
- Ability to work independently.
- Knowledge and ability to apply first aid techniques.
- Ability to maintain pool facility in a safe manner.
- High School Graduate (preferred).

### **Qualifications**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. In addition, punctuality and attendance are critical. The individual is expected to be available as scheduled, or work with the supervisor in advance of any unplanned absence to ensure that all shifts are covered.

### **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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance.

The employee may occasionally carry objects up to 25 pounds, and may occasionally need to lift or move persons or objects weighing significantly more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an outside, non-temperature controlled environment. The employee primarily works in outside weather conditions and is occasionally exposed to extreme heat, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

### **Reasonable Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.