

*Village of South Orange  
Department of Recreation & Cultural Affairs  
5 Mead Street  
South Orange, NJ 07079  
(973) 378-7754*

## **JOB DESCRIPTION**

### **POOL MANAGER- SOUTH ORANGE COMMUNITY POOL**

#### **ESSENTIAL FUNCTIONS**

- Supervises the part-time pool operations staff;
- Directs and supervises the collection of all fees, prepares daily records of receipts and deposits same in accordance with agency policies;
- Maintains, analyzes and submits pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), water back-washing, accidents, rescues and assists, and first aid;
- Develops and maintains ongoing, in-service training for Aides, Cashiers, Lifeguards and Assistant Managers;
- Develops, promotes and supervises a diversified aquatics program for all ages in accordance with community needs;
- Plans, directs and supervises both the staff and the volunteers in the conduct of instructional swimming programs, and competitive and special events;
- Assumes direct responsibility for the maintenance and operation of the lighting, filtration, sanitation, and overall safety of the facility;
- Attends staff meetings and works with social and community groups;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

#### **ACCEPTABLE EXPERIENCE AND TRAINING**

- Bachelor's degree
- Some supervisory experience
- Minimum three summers of aquatics experience, with at least one summer of experience assisting in managing or managing a pool facility. Other combinations of experience and education that meet the minimum requirements may be substituted.
- Possession of a current Water Safety Instructors Certificate.
- Current recognized CPO
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles, safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Operation of a swimming pool, including sanitation, maintenance, safety, and public relations.
- Swimming pool cash management operations and recordkeeping.
- Principles, practices and application of lifesaving and first aid techniques.
- Emergency services available.
- Rules and regulations pertaining to the pool use.

### **Ability to:**

- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Communicate orally in the English language in a one-on-one or group setting.
- Maintain accurate financial records and submit necessary reports.
- Work cooperatively with staff and public.
- Enforce pool rules and regulations.
- Act quickly and calmly in emergencies.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.