

**Town of Odessa  
Equal Opportunity Employer  
Job Description  
Swim Pool Manager**

**General Description:**

The swim pool manager is responsible for the overall daily operation of the Town swimming pool and its staff and supervision of other lifeguards. This job is a seasonal position.

**Reports to:** Pool Committee, Mayor

**Typical Duties:**

- Oversees daily operation of the pool and makes sure pool staff is efficient and competent.
- Performs regular lifeguard duties.
- Performs water tests, checks filters with the assistance of lifeguards, notifying Public Works Dept. of abnormal results.
- Works with Public Works Dept. staff to perform facility maintenance.
- Maintains records, including incident reports, water quality and patron usage.
- Schedules and conducts in-services for lifeguards.
- Prepares and organizes swim lesson schedules and sign up.
- Prepares work schedule for adequate lifeguard coverage.
- Notifies Public Works Dept. or Clerks' Office of problems or questionable situations.
- Responsible for the timely collection, verification, and delivery of time sheets to Clerks' Office.
- Keeps accurate and up to date inventory of all supplies before and during the swim season.
- Performs all daily closing and opening duties, including water tests and facility safety checks.
- Receives moneys for and distributes daily and season tickets.
- Registers participants for swim lessons.
- Counting and balancing daily revenue and completing daily revenue forms. Deposits moneys nightly in provided bank bag, deposited in the night depository at Wheatland Bank.
- Keep first aid kit and other emergency supplies and equipment in order.
- Oversee and assist in daily cleaning of facility.
- Giving first aid to patrons as needed, perform lifesaving as necessary including, but not limited to, rescue of drowning or near drowning victims, removal of victims from the
- Other duties as assigned.

**Qualifications:**

Must be minimum of 16 years of age. Must possess current lifeguard certificate, CRP and first aid card and disease prevention card. Prefer at least two years of lifeguard experience. Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

### **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.

- Duties performed by this individual will take place in and around the Town pool. While performing the duties of this job, the employee will work near moving mechanical parts and in outside weather conditions and may be exposed to fumes, airborne particles, toxic or caustic chemicals.
- While performing the duties on this job, the employee is constantly required to climb into lifeguard stanchions, climb in and out of the swimming pool (with or without the use of pool ladders), and walk up and down stairs. The employee is frequently required to use hands and fingers to handle or feel objects or equipment; stop, kneel, twist, crouch, or crawl.
- While performing the duties of this job, the employee is required to walk, stand, sit, talk, or hear, use hand to finger, reach with hands and arms, handle, or feel objects, tools, or controls; occasionally climb or balance; stoop, kneel, crouch or crawl.
- The employee must be able to lift and/or move victims, equipment, and supplies weighing up to 150 pounds or more.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee will be required to maintain a degree of fitness and strength to meet the demands of the job.

**The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.**

**Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.**

**This job description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and requirements of the job.**

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**Signature**

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**Date**