

## **CITY OF BEEVILLE JOB DESCRIPTION**

**Job Title:** City Pool Manager

**FLSA:** Nonexempt

**Reports to:** Parks & Recreation Superintendent

**Location:** City Public Pool

### **SUMMARY:**

Plans, directs, and coordinates activities at the City Pool. Hire and supervises lifeguards, purchase supplies for pool, responsible for time sheets and work schedules.

### **ESSENTIAL FUNCTIONS:**

- Effective leadership
- Problem solving
- Provide direction to lifeguards
- Possess CPR Certificate
- Supervise personnel in the facilitation of all programs

### **DUTIES AND RESPONSIBILITIES**

- Hire lifeguards
- Plan, coordinate, direct and evaluate the work of the City pool employees
- Enforce and administer the Rules and Regulations of the City Pool
- Facilitate the Red Cross Certification courses for potential employees
- Deal effectively and courteously with the public
- Manage and budget revenues and expenditures
- Perform other related duties as assigned

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of Public Health Regulations
- Knowledge of Red Cross Regulations
- Knowledge of Safe work practices
- Ability to maintain control and handle emergency situations
- Ability to deal effectively and courteously with the public
- Ability to perform water safety and lifesaving techniques

### **MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent required
- Must possess current certificates for Water Safety Instructor, Lifeguard training, CPR for the Professional and First Aid for the Professional and to have served as an Assistant Pool Manager for one year.

\* for the purpose of compliance with the Americans With Disabilities Act (ADA)

This job description does not take into account potential reasonable accommodations.

The City of Beeville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

**NOTHING CONTAINED IN THIS JOB DESCRIPTION OR ANY OTHER MATERIALS OR INFORMATION DISTRIBUTED BY THE CITY OF BEEVILLE CREATES A CONTRACT OF EMPLOYMENT BETWEEN AN EMPLOYEE AND THE CITY.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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