

**City of Tonasket
Job Description**

Position: Pool Manager

Requirements:

High School Diploma/GED, Ability to lift 30 pounds, be at least 21 years of age, be able to pass and acquire a First Aid/CPR/AED training certificates. Have a valid Washington State Driver's license. A background check will be performed.

Preferred:

A valid WSI, minimum two (2) years lifeguard experience, minimum one (1) of teaching swimming lessons, be familiar with general pool operations and equipment, be familiar with guard duties.

Preferred Knowledge, Skills and Abilities:

Must possess knowledge of principles, practices, and methods of lifeguarding and have a familiarity of materials and equipment used in the operation and maintenance of a municipal swimming facility.

Must have experience in the management of staff/personnel.

Must have the ability to follow specific oral and written instructions; read, write and perform required mathematical calculations; work independently with minimal direct supervision; learn to operate all equipment and perform all duties required of the position; and accurately and legibly document completed work.

Must possess good interpersonal skills to establish and maintain effective working relationship with City employees, lifeguards and elected officials and general public.

Duties: The pool manager is responsible for the daily operation of the pool and the supervision of lifeguard staff.

Facility: The manager will -

1. Report all maintenance problems to the Public Works Superintendent or city hall. Contact PW Dept. to change chlorine, and check pool heaters, etc.
2. Ensure the pool, surrounding deck, pool house, bathrooms/changing rooms, and area surrounding the outside of the pool are kept clean and orderly at all times.
3. Check and maintain log of chlorine levels and ph levels as required by Health Department.
4. Contact PW or City Hall to request supplies necessary to operate the facility, soda ash, chlorine, bathroom supplies, cleaning supplies, etc. Order and pickup supplies as directed.

5. Perform maintenance as required, including but not limited to; cleaning, painting, etc.

General:

The pool manager is responsible for the daily operation of the pool and the supervision of lifeguard staff.

1. Oversee all actions of the pool, make sure guards are efficient and competent, and keep a safe well- equipped pool.
2. Make employee schedules and provide copy to city hall prior to the work week.
3. Required to stay within the budget while ensuring a safe, well-equipped pool.
4. Set mature and professional example for guards and clientele.
5. Handle complaints from public in a diplomatic manner.
6. Act as the liaison between the city employees, city council, and pool employees.
7. Be on site for Department of Health and/or State Inspectors.
8. Cell phones are not to be used during work hours except during scheduled breaks.

Lifeguard Staff:

The manager will:

1. Staff: Hire (with City staff and Park and Rec representative) and supervise lifeguards. Prepare work schedule for all lifeguards. Experienced lifeguards should be scheduled for the bulk of the hours. First year lifeguards are to be considered fill-in and be scheduled as needed. The manager position will be included in the work schedule. Requests for time off are to be granted only if it does not affect the operation of the pool. Supervise staff on duty and decrease staff levels if not needed. If an employee's job performance requires a reprimand, complete an incident report stating the situation and any discussion with the employee, have the employee sign it and submit it to city hall. *Any* incident should be documented.
2. Cash Receipts: Responsible for the operation or overseeing the correct operation of the cash register. Cash is to be reconciled and the deposit dropped off at city hall daily.
3. Ensure lifeguards fill out their time sheets accurately each day and complete and sign the form at the end of each pay period. Completed time sheets must be turned in to city hall.
4. Be responsible for scheduling and conducting American Red Cross swim lessons. The manager will obtain all the necessary paperwork from the ARC and submit the completed paperwork to the ARC as required at the end of each session.

5. Schedule and coordinate water aerobics, family swim nights, lap swim, private parties and other events.

6. Ensure reports on all incidents, accidents, or problems in conjunction with pool patrons are completed and submitted to city hall.

7. And all other duties as assigned.

This job description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice.

Employee

Date

City of Tonasket
 P. O. Box 487
 Tonasket, WA. 98855

Phone 509-486-2132
 Fax 509-486-1831

Application for Employment

Date of Application: _____ Social Security No. _____

Name _____
Last First Middle Initial

Address: _____ City _____ State _____ Zip _____

Telephone () _____ Message () _____ Work () _____

Have you ever been employed by us before? Yes () No () If yes, give dates: _____

Relatives Employed by the City: _____

Relationship: _____ Department: _____

Position Desired: _____ Pay Expected: \$ _____

Would you work overtime if asked? Yes _____ No _____

When will you be available to begin work? _____ Driver's License # _____

EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma or GED
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Indicate any foreign languages you can speak, read and/or write.

	Fluent	Good	Fair
Speak			
Read			
Write			

EMPLOYMENT EXPERIENCE

Start with your present or most recent job. Include any job-related military service assignments and volunteer activities.

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ()	Hours Worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ()	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Employer's Name:	From:	To:
Address:	Supervisor:	
Phone: ()	Hours worked Per Week:	Starting Salary:
Position:	Last Salary:	
Number of Employees Supervised by You:		
Reason for Leaving:		
Primary Duties:		

Attach an additional sheet if necessary

ADDITIONAL INFORMATION

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military. _____

List professional, trade, business, or activities and offices held. _____

Summarize special job-related skills and qualifications acquired from employment or other experience.

State any additional information you feel may be helpful to us in considering your application.

PERSONAL REFERENCES (No Relatives)

1. _____ ()
(Name) Phone No.

2. _____ ()
(Name) Phone No.

3. _____ ()
(Name) Phone No.

4. _____ ()
(Name) Phone No.

Have you ever used an illegal substance? Yes _____ No _____

If yes, what substance(s) _____

When was the last time you used? _____

Have you ever been convicted of a crime, excluding misdemeanors and summary offenses which has not been annulled or expunged or sealed by a court? _____

If yes, explain in full _____

In consideration of the City of Tonasket permitting me to apply for this position, and further processing my application, I hereby authorize the City to perform a background investigation on me. I hereby release, hold harmless and indemnify, from any and all liability for damages, all persons who may provide such information to the City. I further waive any rights that I may have to discover or demand the results of said background investigation and any materials obtained during or related to apply to my heirs, assigns and any other persons claiming through me.

To the best of my knowledge, the information herein is true and complete. I understand that falsification of this application will be grounds for elimination from further consideration, or, if employed, for dismissal at any time. I further understand that this application is not and is not intended to be a contract of employment, nor does this application obligate the employer in any way if the employer decides to employ me.

Further, I understand that at time of hire I will be required to provide documentation showing authorization to work in the United States.

Signature of Applicant

Date