

POOL DIRECTOR

SALARY RANGE

\$16.00 - \$20.00 Hourly----\$8,800.00-\$11,000.00 Seasonally

DEFINITION

To supervise, assign and review the work of staff responsible for public recreation and aquatics programs, activities and special events related to aquatics; to oversee the daily operations and represent management in all matters pertaining to the operation of the pool facility

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Pool Operator and the Recreation Superintendent.

Exercises direct supervision over one assistant director, two head lifeguards, lifeguards, gate attendants, and maintenance laborers.

ESSENTIAL FUNCTIONS: --Essential responsibilities and duties include, but not limited to, the following:

- Plan, prioritize, assign, supervise and review the work of gate, guard, and maintenance staff.
- Participate in the selection of aquatics staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Recommend and assist in the implementation of goals and objectives; monitor the quality of service provided and develop, recommend, and implement policies and procedures relevant to the town's aquatics services.
- Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Assess and monitor community needs; identify opportunities for improving service delivery methods and procedures and developing new programs; implement programs or improvements.
- Assist the Parks Department in managing and coordinating the maintenance of aquatic facilities and equipment to ensure safety compliance; perform minor plumbing, and quick fixes to equipment.
- Recommends and implements equipment replacement or equipment repairs.
- Respond to citizen complaints and request for information.
- Perform related duties and responsibilities as required.
- Responsible for checking, approving, and handing in all records of the gate attendants
- Is responsible for maintaining the cleanliness of the pool and pool facilities (including the pump rooms) as well as keeps record of supplies and chemical readings – an hourly walk through of all pools in complex
- Maintains all necessary Health Department records, first aid records and records of aquatic activities
- Duties also include all of those of the lifeguards: Primarily responsible for ensuring the safety of pool patrons, enforcing pool rules, and administering first aid as necessary. Secondary responsibilities include instruction and any maintenance/actions deemed necessary to keep the pool, pool areas, changing areas and washrooms clean. This will include cleaning the bathrooms – toilets, sinks, restocking paper; picking up and taking out trash within the facility, etc.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age.
- Must have recreation, aquatic, or management experience.
- Must have their own mode of transportation
- CPR for the Professional Rescuer and First Aid preferred but not required.
- Lifeguard training is preferred but not required.
- Certified Pool Operator certification is preferred but not required.

WORKING CONDITIONS:

Environmental Condition: Exposure to outdoor weather conditions; extensive public contact. Work around or in pool water with exposure to variations in temperature, odors, noise, chemicals and gases, machinery, and pool equipment.

Physical Condition: Essential and marginal functions require maintaining physical condition necessary for sitting, standing and walking for prolonged periods of time. Director should be able to carry up to 40 pounds.

SCHEDULE FOR 2019 SEASON:

The mandatory staff orientation will be held approximately a week before opening.

Pool Facility is open Memorial Day thru Labor Day, plus some pre-season and post-season work –

The pool director will be expected to work every week, Sunday-Thursday (including holidays). Pool hours listed below.

MONDAYS-THURSDAYS: May 28th – June 19th: 3:00PM – 7:30PM

June 20th – August 8th: 11:30AM – 7:30PM

August 11th – August 29th: 10:30AM – 7:00PM

SUNDAYS and HOLIDAYS:

May 26th – September 2nd & September 9th: 10:30AM – 7:00PM

Vacation (unpaid): must not be longer than a week at a time, with a maximum of ten days, and cannot fall during our camp season which is July 1st – August 9th, 2019.