

FLSA: EXEMPT  
PAY RANGE: EXEMPT  
PAY CODE: HOURLY  
WC/CODE: 9102

**CITY OF WHARTON  
POOL MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

To plan, direct manage and oversee the swimming activities of the City of Wharton Municipal Pool.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Facilities Maintenance Director.

Exercises direct supervision over Assistant Pool Manager/Pool Clerk and lifeguards.

**EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**Essential duties and responsibilities:**

1. Plans, organizes and supervises the activities and operations of the City's summer swimming program.
2. Maintains effective communications with Facilities Maintenance Director keeping him or her informed of significant programmatic, financial and personnel related issues.
3. Keep time sheets and attendance records for pool employees and prepares employee work schedules to ensure proper coverage of pool during all open periods.
4. Ensures that the City pool and adjacent areas are maintained, repaired and cleaned in an effective and timely manner;
5. Responsible for the basic financial activities of the pools, including the collection of fees, depositing funds and related record keeping.
6. Assures that all necessary supplies, materials and equipment are available when needed, and shall order same when appropriate to ensure effective operations of the pools.
7. Check chlorine, Ph levels and water temperature for water conditions.
8. Performs other job-related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Comprehensive working knowledge of swimming pool operations and programs and related procedures and techniques; works effectively with superiors, peers and subordinates successfully demonstrated the ability to select, motivate, develop and evaluate the performance of subordinates; the ability to work long and irregular hours if necessary; the ability to perform effectively in stressful situations; demonstrated ability to maintain effective relationships with the public; is knowledgeable of, and proficient in, the use of equipment and techniques used in pool maintenance and operations; working knowledge of the equipment and chemical required in the maintenance of safe, healthy swimming pools.

### **Ability to:**

Ability to exercise good judgment in enforcing pool rules. Ability to communicate effectively as required by job responsibilities.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Experience:**

At least 2 years of increasingly responsible experience in a supervisory position or a closely related field.

### **Training:**

Equivalent to or completion of the twelfth grade.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Swimming pool environment; exposure to heat and water.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical conditions necessary for stooping, bending, sitting, standing and walking for prolonged periods of time.