

**City of Syracuse**  
**Job Description**

***Pool Manager & Assistant Pool Manager***

**Qualifications:** Assistant must have the following: possess current Nebraska Pool Operators license, have current lifeguarding, CPR, and first aid certificates.

**General Function:** Take responsibility for the safety and control of all persons in and around pool area during recreational and fitness swims.

**Staff Relationship:** The manager will report directly to the Parks and Recreation Director.

**Program Responsibilities:**

1. Responsible for the entire aquatic staff and all policies that apply to these positions.
2. Assume full responsibility for the maintenance of the pool water so that it is in a safe and desirable condition.
3. Assume responsibility for the health and safety of the pool patrons.
4. Keep records of staff hours in the absence of the Parks and Recreation Director.
5. Assume all pool responsibilities in the absence of the Parks and Recreation Director.
6. Permit no one to use the pool at any time unless there is proper supervision available and the facility is in a safe condition.
7. Require pool patrons to abide by all the rules as written in handbook and those posted at the pool.
8. Require bathhouse and pool deck to be disinfected daily and to maintain the highest possible sanitary conditions.
9. Assign cleaning duties and inspect that they are completed.
10. Test pool water and make necessary mechanical and chemical changes.
11. Know bad weather procedures.
12. Keep Park and Recreation Director abreast to supply inventory.
13. Responsible for opening and closing procedures.
14. Insure that all equipment is in working order and stored away properly.
15. Be dressed in appropriate attire.
16. Handle disciplinary measures when deemed necessary.
17. Know backwashing procedures.
18. Handle First Aid procedures - report injuries and turn in report to Park and Recreation Director within 24 hours.

19. Check various forms such as attendance report, time cards for completeness, neatness, and accuracy.
20. Be courteous and tactful in handling the public, answering questions, or enforcing pool regulations.
21. Report all public discrepancies and discipline incidents to Parks and Recreation director immediately or at earliest convenience.
22. Enforce Phone Rules:
  1. No personal call on the phone except to and from parents or next of kin.
  2. Phone must be kept open for incoming calls.
23. No husbands, wives, boyfriends, girlfriends are to socialize with employees on duty which would interfere with the employee's performance of his or her job duties.