



Pool Manager
Parks and Recreation

PR/11
Grade N/A

JOB SUMMARY

This position is responsible managing the operations of an assigned aquatic facility owned by Sumter County Board of Commissioners under the management of the Parks and Recreation Department.

MAJOR DUTIES

- Supervising and evaluating assigned staff.
- Responsible for collecting, recording and turning in monies generated through entry fees into pools on a daily basis.
- Responsible for true and accurate time reporting of time turned in by all employees of assigned pool.
- Responsible for testing and recording the chemical composition of the water on a daily basis, sometimes multiple times per day.
- Ensures pool area, restrooms and office are clean and sanitary.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of principles, practices, policies and procedures as necessary in the completion of daily responsibilities.
- Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the duties and responsibilities of the job.
- Ability to effectively communicate, both verbally and in writing
- Ability to interact with subordinates, management employees and general public.
- Ability to handle mathematical calculations. Knowledge and understanding of facility, rules regulations, policy and procedures.

- Ability to identify hazards and unsafe practices and make suitable recommendations for minimizing or eliminating those hazards.
- Ability to communicate the policies, procedures and rules of the department to patrons in a professional manner.

SUPERVISORY CONTROLS

The Recreation Manager assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include federal, state and local laws, and county policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related public relations. The need for safety contributes to the complexity of the work.
- The purpose of this position is managing the operations of an assigned aquatic facility owned by Sumter County Board of Commissioners under the management of the Parks and Recreation Department.

CONTACTS

- Contacts are typically with coworkers, other county employees, vendors, and the general public.
- Contacts are typically to give or exchange information and provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be physically able to operate a variety of machinery and equipment including a computer, calculator, telephone, chemical controller.
- Must be able to use body members to work, move, or carry objects and materials up to 50 pounds. Physical demands requirements are at levels of those for light to medium work. Must be able to walk, stand, reach, and operate pool equipment and tools, climb, stoop and kneel.
- The work is performed indoors and outdoors, where the employee is exposed to occasional inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Assigned staff

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent. High School diploma or equivalent with two years of Recreation or aquatic service experience preferred.
- Minimum requirements include CPR and First Aid or ability to obtain prior to date of hire.
- Must possess a valid Georgia Driver's License.