

## LAKE MONTICELLO OWNERS' ASSOCIATION

### POSITION DESCRIPTION

**Position Title:** Pool Manager  
**Position Reports To:** Director of Finance  
**Department:** Pool  
**Date Prepared:** March 2, 2017  
**Date Reviewed:**  
**Grade Level:** 4  
**FLSA Status:** Nonexempt

#### General Purpose of Position:

The incumbent performs tasks related to the seasonal operation of the pool and beaches. The incumbent is responsible for the cleanliness and sanitary conditions of the pool, locker rooms, and beaches. Supervises the staff assigned to the pool and beaches. Works under the supervision of the Director of Finance.

#### Principal Duties and Responsibilities:

- Responsible for the supervision of the lifeguards while assuring that proper safety and first aid techniques are followed.
- Responsible for the certification of lifeguards.
- Coordinates pool operations and the assignment of staff for pool and beach activities as needed.
- Responsible for the proper operation and upkeep of pool equipment.
- Responsible for the administration of pool chemicals to meet sanitary water conditions as prescribed by State regulations.
- Maintains the cleanliness and sanitary conditions of the pool locker rooms and beaches.
- Responsible for the proper administration of LMOA Rules and Regulations relating to the pool and beaches.
- Ensures the proper collecting, recording and reporting of fees.
- Performs lifeguard duties and other work as assigned by the Director of Finance as related to the pool and beaches.
- Manages/teaches swim lessons.
- Coordinates pool group schedules and oversees private and member pool parties.
- Completes other tasks and assignments as required.

#### Supervisory Responsibilities:

- Assistant Pool Manager
- Pool Desk Attendant
- Lifeguards (Junior; Intermediate; Senior)

#### Required Qualifications:

##### Education:

- High school diploma or GED preferred.

**Experience:**

- Proven experience in pool management.

**Specific Skills:**

- Knowledge of proper pool maintenance and general record keeping.
- Thorough knowledge of lifeguard competence, emergency first aid, and life saving techniques.

**Certifications, Licenses, Registrations:**

- Must have a current American Red Cross Certification in first aid, life-saving, and swim instruction.
- Must have Water Safety Instruction Certification.

**Abilities:**

- Good organizational skills. Ability to establish efficient scheduling of employees.
- Above average customer service skills as there is frequent interaction with customers. A personable and professional manner is required for both face-to-face and telephone contact.
- Should be able to work in a fast paced environment and have the ability to work with limited supervision.
- Must be able to manage multiple priorities and deadlines.

**Impact/Scope:**

**Contacts:**

- Frequent and regular contact with LMOA staff, adults and children using the pool, residents, and guests.
- Contact with vendors and suppliers.

**Work Environment:** (inside; outside; near mechanical parts, fumes, toxic chemicals; extreme temperatures; risk of electrical shock; work with explosives; noise level)

- Work environment exposes employee to potential minor injuries. Exposure to pool chemicals.

**Physical Demands:** (Stand, walk, sit, use hands, reach, climb, stoop, kneel, crouch, crawl, talk or hear, taste or smell, lift and weight; vision requirements):

- Pool maintenance work done typically walking, bending, stooping and standing; some lifting and carrying objects weighing 25-50 pounds, some equipment moving. Strength to perform life saving skills both in and out of the water. Work performed outside primarily during the summer months.

**Other Requirements:** (Work schedule; travel; on call, etc.)

- Full-time seasonal work hours.
- Occasional requirement to work overtime.