



P. O. Box 239
Lockhart, TX 78644

Job Description Form

Job Title: Swimming Pool Manager

Date: October 1, 2017

Pay Range: \$ 8.00 - \$ 12.00 per hour

Pay Grade: Non-Exempt

Brief Description of the Job:

Perform lifeguard duties; maintain pool and pool area; hiring of lifeguards; scheduling; purchasing of materials; concessions.

Essential Functions-Listed in descending order of frequency; in the Strength Column, S= Sedentary, L=Light, M=Medium, H=Heavy; For Physical Demand Code See Below	% of Time	Strength	Physical Demand Code
Essential Functions			
1. Perform lifeguard duties: guard pool; rescue drowning swimmers; administer first aid; enforce adherence to safety rules in the pool; work at the front desk as cashier; basket check-in; fill out forms; maintain certification through in-service training; perform safety inspections daily.	60	VH	A, B, C, D, E, F G, H, I, J, K, M N, O, P, Q, R, S
2. Maintain pool and pool area: maintain mechanical equipment check backwash; check chemical levels in pools; clean screens; pick up trash; clean decks; vacuum; clean bathrooms and perform other janitorial work as needed; attend in-service training for pool maintenance.	20	H	A, C, D, E, F, G, H, J, K, M, N, P
3. Training of guards; prepares schedule and time sheets; purchase supplies as needed. Public relations with vendors and public.	15	L	A, B, G, J, K, M, N, P, R, S
4. All other duties as assigned.	5	L	A, B, G, J, K, M, N, P, R, S
	100		

A. STANDING	D. LIFTING	G. REACHING	J. KNEELING	M. BENDING	P. BALANCING	S. TALKING
B. SITTING	E. CARRYING	H. HANDLING	K. CROUCHING	N. TWISTING	Q. VISION	T. FOOT CONTROLS
C. WALKING	F. PUSH/PULL	I. FINE DEXTERITY	L. CRAWLING	O. CLIMBING	R. HEARING	U. OTHER: _____

PHYSICAL DEMANDS

JOB TITLE: Swimming Pool Manager

OVERALL STRENGTH DEMANDS:

SEDENTARY _____ LIGHT _____ MEDIUM _____ HEAVY X Very Heavy _____

For each physical demand code listed on Page 1, C=Continuously, F=Frequently, O=Occasionally, and R=Rarely

A. STANDING	<u> F </u>	G. REACHING	<u> O </u>	M. BENDING	<u> O </u>	S. TALKING	<u> F </u>
B. SITTING	<u> F </u>	H. HANDLING	<u> O </u>	N. TWISTING	<u> O </u>	T. FOOT CONTROLS	_____
C. WALKING	<u> F </u>	I. FINE DEXTERITY	<u> O </u>	O. CLIMBING	<u> O </u>	U. OTHER: _____	_____
D. LIFTING	<u> O </u>	J. KNEELING	<u> O </u>	P. BALANCING	<u> O </u>		
E. CARRYING	<u> O </u>	K. CROUCHING	<u> O </u>	Q. VISION	<u> F </u>		
F. PUSH/PULL	<u> O </u>	L. CRAWLING	_____	R. HEARING	<u> F </u>		

THIS IS A DESCRIPTION OF THE WAY THIS JOB IS CURRENTLY PERFORMED; IT DOES NOT ADDRESS THE POTENTIAL FOR ACCOMODATION.

Physical Demand	Description
STANDING/ WALKING:	On concrete and wet, slippery surfaces; to perform lifeguard duties such as basket check-in, daily safety inspection; to maintain pool and pool area.
SITTING:	On metal stand to guard pool.
VISION:	To walk around pool area; to clean; to conduct safety inspections; to guard.
HEARING/TALKING:	To educate public; perform safety inspections; listen for swimmers in distress.
LIFTING/CARRYING:	Various cleaning tools such as brooms, mops, squeegees, skimmers, brushes, and hoses (2-4 lbs.); portable pumps and vacuum cleaners (approx. 60-75 lbs.); buckets of chlorine (up to 100 lbs.); ropes (up to 18 lbs.); trash cans (20 lbs.); buoys and rescue tubes (under 5 lbs.) victims (to over 150 lbs.)
PUSHING/PULLING:	To clean pool using brooms, poles, squeegees, skimmers, brushes; to use vacuum (50 lbs. Of exertion); to pull 50 foot hose (40 lbs. Of exertion); to open pool door (over 50 lbs. Of exertion); to rescue individuals using sherpherd's hook.
REACHING:	To lifeguard; clean; pick up trash.
HANDLING:	Small tools; equipment to clean and maintain pool area.
FINE DEXTERITY:	To operate cash register; fill out safety inspection report.
KNEELING/CROUCHING:	To administer CPR; maintain pool.
BENDING:	To clean using skimmer, tools, brushes, squeegees, vacuum; to clean bathrooms.
TWISTING:	To rescue; maintain pool; teach lessons.
CLIMBING:	To climb into stand to guard pool.
BALANCING:	To walk around slippery pool area; to clean; for safety inspections; to guard.

JOB TITLE: Swimming Pool Manager

MACHINES, TOOLS, EQUIPMENT AND WORK AIDES

Hand tools, lawn maintenance equipment, brooms, mops, high pressure water hoses, squeegees, vacuums, portable pumps, hoses, skimmers, brushes, poles, buoys, rescue tubes, umbrellas, shepherd's hooks, baskets, cash register, pool and deck furniture, recreation equipment.

ENVIRONMENTAL FACTORS

Work outside in the heat, sun, high humidity and wind. Exposed to HTH, chlorine, muratic acid, pool chemicals, slippery surfaces; noise around pump room, crowds and whistles.

PROTECTIVE EQUIPMENT

Eye protection (sunglasses or goggles), gloves, ear protection, respirator, mask kits, and sunscreen.

NON-PHYSICAL DEMANDS

Frequency Codes: F= Frequent O= Occasionally R= Rarely

Time Pressures	<u> O </u>	Emergency Situations	<u> O </u>
Noisy/Distracting Environment	<u> F </u>	Tedious Exacting Work	<u> — </u>
Performing Multiple Tasks Simultaneously	<u> O </u>	Working Closely with Others as part of a Team	<u> — </u>
Danger/Physical Abuse	<u> O </u>	Irregular Schedule/Overtime	<u> F </u>
Frequent Change of Tasks	<u> O </u>	Other (Description Below:)	<u> </u>

JOB REQUIREMENTS

FORMAL EDUCATION

High School diploma or GED

EXPERIENCE

N/A

OTHER REQUIREMENTS

CPR Training, First Aid Training, Approved Lifeguard Training, WSI (Water Safety)

JOB TITLE: Swimming Pool Manager

READING

Labels on chemicals, MSDS, time schedules, daily instruction logs.

WRITING

Forms, accident reports, time sheets, results of chemical tests.

MATH

Read chemical formuls, measure chemicals, calculate time sheets for hours worked in each payperiod.

OTHER REQUIRED SKILLS:

Reasoning, Supervisory, Managerial, Interpersonal:

Use judgement to determine action needed during emergency situations. No supervisory or managerial skills needed. Able to handle people effectively in emergency situations, good oral communication skills to educate the public.

SIGNATURES - REVIEW AND COMMENT

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of the job.

I have reviewed the experience and qualification requirements of the job and I feel I am qualified.

Applicant/Employee - Print Name

Signature

Date

Chris Sager/ Parks Manager

Supervisor- Print Name and Title

Signature

Date

Comments _____

