### Job Description Form

**Job Title:** Swimming Pool Manager  
**Date:** October 1, 2019  
**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

<table>
<thead>
<tr>
<th>Essential Functions</th>
<th>% of Time</th>
<th>Strength</th>
<th>Physical Demand Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>60</td>
<td>VH</td>
<td>A, B, C, D, E, F, G, H, I, J, K, M, N, O, P, Q, R, S</td>
</tr>
<tr>
<td>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.</td>
<td>20</td>
<td>H</td>
<td>A, C, D, E, F, G, H, J, K, M, N, P</td>
</tr>
<tr>
<td>3. Training of guards; prepares schedule and time sheets; purchase supplies as needed. Public relations with vendors and public.</td>
<td>15</td>
<td>L</td>
<td>A, B, G, J, K, M, N, P, R, S</td>
</tr>
<tr>
<td>4. All other duties as assigned.</td>
<td>5</td>
<td>L</td>
<td>A, B, G, J, K, M, N, P, R, S</td>
</tr>
</tbody>
</table>

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

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### 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

<table>
<thead>
<tr>
<th>Physical Demand</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>STANDING/ WALKING</strong>:</td>
<td>On concrete and wet, slippery surfaces; to perform lifeguard duties such as basket check-in, daily safety inspection; to maintain pool and pool area.</td>
</tr>
<tr>
<td><strong>SITTING</strong>:</td>
<td>On metal stand to guard pool.</td>
</tr>
<tr>
<td><strong>VISION</strong>:</td>
<td>To walk around pool area; to clean; to conduct safety inspections; to guard.</td>
</tr>
<tr>
<td><strong>HEARING/TALKING</strong>:</td>
<td>To educate public; perform safety inspections; listen for swimmers in distress.</td>
</tr>
<tr>
<td><strong>LIFTING/CARRYING</strong>:</td>
<td>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.)</td>
</tr>
<tr>
<td><strong>PUSHING/PULLING</strong>:</td>
<td>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 shepherd's hook.</td>
</tr>
<tr>
<td><strong>REACHING</strong>:</td>
<td>To lifeguard; clean; pick up trash.</td>
</tr>
<tr>
<td><strong>HANDLING</strong>:</td>
<td>Small tools; equipment to clean and maintain pool area.</td>
</tr>
<tr>
<td><strong>FINE DEXTERITY</strong>:</td>
<td>To operate cash register; fill out safety inspection report.</td>
</tr>
<tr>
<td><strong>KNEELING/CROUCHING</strong>:</td>
<td>To administer CPR; maintain pool.</td>
</tr>
<tr>
<td><strong>BENDING</strong>:</td>
<td>To clean using skimmer, tools, brushes, squeegees, vacuum; to clean bathrooms.</td>
</tr>
<tr>
<td><strong>TWISTING</strong>:</td>
<td>To rescue; maintain pool; teach lessons.</td>
</tr>
<tr>
<td><strong>CLIMBING</strong>:</td>
<td>To climb into stand to guard pool.</td>
</tr>
<tr>
<td><strong>BALANCING</strong>:</td>
<td>To walk around slippery pool area; to clean; for safety inspections; to guard.</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Time Pressures</th>
<th>O</th>
<th>Emergency Situations</th>
<th>O</th>
</tr>
</thead>
<tbody>
<tr>
<td>Noisy/Disturbing Work</td>
<td>F</td>
<td>Tedious Exacting Work</td>
<td>__</td>
</tr>
<tr>
<td>Performing Multiple Tasks Simultaneously</td>
<td>O</td>
<td>Working Closely with Others as part of a Team</td>
<td>__</td>
</tr>
<tr>
<td>Danger/Physical Abuse</td>
<td>O</td>
<td>Irregular Schedule/Overtime</td>
<td>F</td>
</tr>
<tr>
<td>Frequent Change of Tasks</td>
<td>O</td>
<td>Other (Description Below:)</td>
<td>__</td>
</tr>
</tbody>
</table>

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 formulas, 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

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________