

Town of Hartford
Hartford Parks & Recreation Department
Pool Supervisor
Job Description

FLSA Designation: Non-exempt seasonal
Department: Hartford Parks and Recreation

Pay Classification: \$18.50 - \$21.50/hour

GENERAL DESCRIPTION:

The Pool Supervisor responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, staff schedule, public relations, janitorial duties, pool maintenance including daily chemical analysis/testing, pool cleaning, bathroom cleaning, swim lessons, aquatic programs and all other duties as necessary or required. The Pool Supervisor should have excellent organizational, communication and public relations.

ESSENTIAL RESPONSIBILITIES:

- Prepare all work schedules for employees making sure the Pool Supervisor, Head or Pool Assistant Lifeguard is on duty at all times the pool is open.
- Chemical analysis and application.
- Assist in hiring of lifeguards
- Report hours, days, & time worked for all employees under his/her direct supervision
- Have all completed timesheets to the HPRD Office by 10:00 a.m. the Friday before payday
- Insure employees under his/her direct supervision are properly trained in their duties
- Hold weekly training and safety meetings for all employees under his/her direct supervision
- Track pool attendance, balance cash drawer, & deposit money
- Insure proper operating condition of all equipment
- Handle first aid situations and file reports
- Maintain staff rotations and staff breaks
- Maintain discipline at the swimming pool facility and supervises all staff enforcing staff policies and rules
- Enforce the Sherman Manning Swimming Pool rules and regulations to staff and public
- Maintain positive public relations at the swimming pool
- Document and reports all disciplinary problems and accidents to the HPRD-reports will be neat and concise
- Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility, pool vacuumed a minimum of 2 times per week, more as needed
- Set a positive example for the rest of the staff to follow
- Inform HPRD when supplies are needed and if equipment needs repaired
- Check all gates and doors at closing time
- Meet with the HPRD staff once each week and provide information concerning pool operations
- Other duties as deemed necessary or as required.
- Supervises the set-up & breakdown and storage of all equipment at the beginning and end of the season.
- Evaluates program and submits detailed end of year report to the Parks and Recreation Director.

SUPERVISION RECEIVED:

- Receives daily supervision from the Superintendent of Recreation Programs.

QUALIFICATIONS - Required:

- Have a thorough knowledge of the philosophy and objectives of the Hartford Parks and Recreation Department.
- The Pool Supervisor must also possess thorough knowledge and understanding of a comprehensive swimming program. This individual must be able to blend effectively both programs and personnel, as well as give an evaluation of both.
- Must have or be able to obtain a certificate in CPR, First Aid and Lifeguard training. A Water Safety Instructor certification is preferred with experience directing an aquatic program in a pool or waterfront situation is preferred.

Education & Experience: Prefer candidates with significant knowledge and experience in pool management operations. Training equivalent to high school diploma required. General management experience preferred. Must have Lifeguard Training Certification, CPR & First Aid Certification.

Age: Must be eighteen years of age or older.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning employee scheduling, supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Accountability: Employee is responsible for limited budgetary control of the department. The employee does not participate in the annual department budget process.

Supervision: The HPRD Staff provides supervision and job related decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

I have received, reviewed and fully understand the job description for Pool Supervisor. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Name: _____ Date: _____
Employee's Signature: _____