City of Cheney
Employment Opportunity

POOL MANAGER

SALARY RANGE: $11.25-$13.42 PER HOUR
SEASONAL (JUNE - AUGUST)
0 - 29 HOURS WEEKLY/NO BENEFITS

General Definition
The Pool Manager is a seasonal position with the Cheney Recreation Department. Under the direction of the Recreation Supervisor, this position is responsible for overseeing the supervisors, lifeguards, swim instructors, and general pool operations. The pool manager is also responsible for creating the schedule, training the staff, attending weekly meetings with the Recreation Supervisor, and having an understanding of the pool chemicals and chemistry. This position requires a high degree of independent judgment, initiative, and discretion. This position supervises all pool staff.

Essential Job Functions
- The Pool Manager is responsible for the safety of all participants within the aquatic facility supervised, as well as the training of staff.
- Plan training, supervision, and evaluation of subordinate personnel.
- Schedule subordinate personnel.
- Responsible for the compilation and deposit of daily revenues and reports as directed by the Recreation Supervisor.
- Perform the duties of a lifeguard, swimming instructor, and head lifeguard in addition to his/her supervisory duties.
- Perform and/or delegate maintenance and custodial duties as assigned.
- Operate the registration system and cashier duties.
- May be required to work split and varying shifts, including evenings and weekends.
- Must communicate with the public effectively on pool closures and class cancellations.
- Must work effectively and efficiently, tactfully, and pleasantly with co-workers and general public.
- Supervise and actively participate in daily tasks, serving as a positive role model for staff and participants at all times.
- Must follow department and city policies at all times.
- Perform all other related duties as assigned by the Recreation Supervisor.
- Provide regular feedback to supervisory chain of command.
- Regular attendance is required in this position.

Knowledge, Skills, and Abilities
- Knowledge of principles, practices, and techniques used in overseeing aquatic programs, teaching, supervision, and risk management of a swimming pool.
• Ability to effectively communicate with a diverse population.
• Knowledge of applicable State and County health and safety codes and City policies and regulations.
• Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
• Ability to plan, direct, and coordinate the activities of the Cheney Outdoor Pool.
• Good organizational skills and ability to handle multiple tasks effectively.
• Ability to prioritize, schedule work, and meet schedules and timelines.
• Computer literacy with ability to prepare and maintain a variety of records and reports.
• Ability to work independently and as a team with the pool staff and other City employees.

Minimum Qualifications
• Must be at least 18 years of age.
• A minimum of a high school diploma with some college desirable.
• Must have at least two summers’ experience as a swim instructor and lifeguard, preferably in a municipal swimming pool setting.
• Current First Aid, CPR, WSI, or Lifeguard certifications are required.
• LGI certification is strongly encouraged.

Physical Demands and Work Environment
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
• The employee must occasionally lift and/or move up to 40 pounds.
• Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
• While performing the duties of this job, the employee occasionally works near moving mechanical parts or in inclement weather conditions.

How to Apply
Individuals who are interested in applying for this position must submit a cover letter and resume to the Cheney Parks & Recreation Department. Applications will be taken until further notice.

Applications may be mailed or delivered in person to the Cheney Parks & Recreation Department, Wren Pierson Community Center, 615 4th Street, Cheney, WA 99004. No faxes or emails will be accepted.

For further information, please contact the Cheney Parks & Recreation Department at (509) 498-9250.

The City of Cheney is a drug-free, Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran’s status, disability, or any other basis prohibited by federal, state, or local law.