



JOB DESCRIPTION

JOB INFORMATION

Title:	Facility Supervisor - Outdoor Pool Manager
Classification:	Part Time III – Hourly – Non-Exempt
Salary Range:	\$14.75 – \$16.75/Hour
Supervisor:	Works under the general and detailed supervision of the Facility Specialist, Facility Supervisor, and Facilities Manager.

JOB SUMMARY

Pool Manager will provide and perform public safety and provide recreational opportunities while enforcing regulations at an outdoor pool. They will be responsible for management and supervision of the pool facility, aid and assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines of the Bismarck Park District.

RESPONSIBILITY/ACCOUNTABILITY

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

ESSENTIAL FUNCTIONS

Maintain and keep records of pool chemistry, safety concern reports, incident/accident reports, daily user numbers/reports and in-service/staff training; daily maintenance of the pool area and locker rooms including cleaning and other duties as assigned.

Make sure that the patrons are being supervised at all times.

Organize staff in-service trainings

Coordinate swim lesson registration and monitor each session of swim lessons.

Facilitate reservations including pool rentals and birthday parties.

Manage and monitor till operations of front desk and concessions. Close tills and make deposit each day.

Create staff schedules for lifeguards, cashiers/concessions, waterslide monitors. Includes time approval and timesheet management.

Take water chemistry readings throughout the day and keeps track of this information in log.

Must have the ability to enforce rules and regulations set by the Bismarck Park District with firmness and tact.

Represent the Bismarck Park District in a professional and positive manner. Aide and assist individuals and groups utilizing the facility and programs within the policies, procedures, and guidelines set by the Bismarck Park District.

Must participate in the planning and attend all required staff meetings, in-service training and emergency procedure sessions, complete all training session requirements, and attend all meetings that are scheduled by the supervisor.

Complete an evaluation of all staff and review with them at the end of their employment.

OTHER DUTIES

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Responsible to inform supervisor prior to running out of supplies as necessary.

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals

Assists Facility Specialist and in concessions operations

Staff is representing the Bismarck Park District on and off the job when on the Park District payroll – Staff are asked not to wear staff shirts or uniforms in any non-tasteful establishments or manner.

Monitors COVID status of facility, staff, and community and reports concerns to supervisors.

WORKING CONDITIONS

Work is primarily outdoors and subject to frequent interruptions.

Must be able to stand for 2-4 hours at a time.

QUALIFICATIONS

High School graduate with 2 years of experience in aquatics.

Must have a flexible schedule as the position will be required to work evenings, weekends and holidays.

A current Red Cross Lifeguarding/First Aid/CPR/AED certificate is required.

A current WSI certificate is preferred.

Must have a working knowledge of water safety principals.

The ability to effectively communicate verbally and in writing.

Knowledge of water chemistry and the physical ability to operate the pool vacuum, floor scrubber and other pool maintenance equipment.

The ability to lift and carry objects up to 30 pounds alone or heavier with other employees.

Updated May 2021