



Borough of Paramus

Please Post Job Vacancy Announcement

Title *Pool Manager*

Department *Municipal Pool*

Job Specification

Salary Range Contract Rate to **Hours per week** standard **Days per week** standard

Status Full Time Part Time Permanent Provisional Temporary Seasonal

Issue Date: October 13, 2017

Closing Date: November 7, 2017

Job Description

Work May - September. Attend monthly NJPMA pool meetings (March-August) along with monthly Pool Commission meetings. Responsible for hiring, scheduling staff, maintaining time sheets, records, performance evaluations, maintain and ordering all chemicals. Attend to pumps daily and maintain and troubleshoot filter system.

Additional information can be found our on website under job posting:

www.paramusborough.org

License requirements: CPO- Certified Pool Operator, Lifeguard/CPR/AED/First Aid

Experience requirements:

Education requirements: High School diploma and minimum of 3-5 of experience years in Aquatics

Applications available on line at www.paramusborough.org

or

Borough of Paramus
Office of the Borough Administrator
1 Jockish Square
Paramus, New Jersey 07652

POOL MANAGER

GENERAL PURPOSE

Under general supervision from the Paramus Pool Commission, provides daily operation, supervision and maintenance of the Paramus Swimming Pool and Waterslide.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLE OF DUTIES

- Assists the Paramus Pool Commission in determining the necessary pool personnel and recommend the hiring/firing of swimming pool personnel.
- Assists the Paramus Pool Commission in establishing policies, procedures and safety rules for pool personnel and general public.
- Responsible for scheduling of all workers, maintaining time sheets and records.
- Performing performance evaluations.
- Responsible for collecting, counting and itemizing swimming pool receipts, including monies for swimming, lessons and other collections.
- Responsible for scheduling swimming lessons and special group attendance at the pool.
- Manage payroll budget and schedule 70 employees per season.
- Create daily lifeguard rotations for 20 lifeguards.
- Supervise, on average, 25 employees per shift.
- Develop an in-depth knowledge of a unique filter and chemical system.
- Train assistant managers to use, maintain, and troubleshoot filter system.
- Attend to pumps daily and maintain filter systems, three pools, and grounds.
- Maintain and order all chemicals, including chlorine, diamataceous earth, muriatic acid, and carbon dioxide.
- Advise pool commission at bi-monthly meetings concerning operations, policies, and budgetary items.
- Maintain open communication and strong interpersonal skills with pool patrons and relay questions and concerns to the pool commission.
- Work closely with health department on opening and closing inspections, employee certifications, weekly water samples, and off-season alterations to pools and grounds.
- Coordinate and supervise town-sponsored events for various sports teams, substance abuse committee, DARE, and middle school pool days.
- Plan and implement special-needs grant, providing swim lessons for special needs children in Paramus.
- Develop and foster strong working relationships with various companies, including maintenance, chemical supply, and pool products.
- Write and modify job descriptions for each of the positions offered at the pool.
- Interview and hire assistant managers, lifeguards, office clerks, water safety aids, and swim/dive coaches.
- Attend monthly NJPMA pool meetings (March-August).

- Conduct Bloodborne Pathogen training for all pool staff each May (2 hours). Need to have certification.
- Performs related duties as required by the Paramus Pool Commission.

MINIMUM QUALIFICATIONS

Education and Experience

High School diploma and a minimum of three to five (3-5) years of experience in aquatics and 5 years of experience supervising staff of over 50 employees and experience in organizing and running swim meets with large number of participants (over 200).

Special Requirements

Must be bondable.

Subject to work odd hours (early mornings and/or late nights, weekends and holidays as required)

Required Certifications:

Lifeguard/CPR/AED/First Aid

CPO- Certified Pool Operator

Preferred but not required certifications:

Red Cross Lifeguard Instructor

- Train and certify lifeguards in lifeguarding, first aid, CPR, and AED.
- Recertify entire lifeguard staff each season in CPR, and lifeguarding as needed.
- Conduct weekly lifeguard training drills and CPR/AED training scenarios.

Certified as a Lifeguard Instructor

Swimming coach

WSI

Necessary Knowledge, Skills and Abilities

Working knowledge of swimming pool filters.

Knowledge and use of chemicals for swimming pool and water chemistry.

Must possess a basic knowledge of accounting, mathematics and excel.

Continuous contact with the public with good public relation skills.

Ability to perform under pressure.

Ability to perform concentrated mental activity.

Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

TOOLS & EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; pager; automobile; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.

PHYSICAL DEMANDS

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, stand, sit and talk or 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 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

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