



# SWIMMING POOL MANAGER

## Job Description

### I. IDENTIFYING INFORMATION

<b>JOB TITLE:</b>	Swimming Pool Manager	<b>WORK/PAY STATUS:</b>	Hourly
<b>SUPERVISOR:</b>	City Clerk	<b>FLSA STATUS:</b>	Exempt
<b>DEPARTMENT HEAD:</b>	Justin Thram	<b>PAY GRADE:</b>	Grade 4
<b>DEPARTMENT:</b>	Parks	<b>WORK SCHEDULE:</b>	Varies
<b>WORK LOCATION:</b>	Lamberton Swimming Pool		

### II. PURPOSE STATEMENT

<b>PURPOSE &amp; NATURE OF WORK:</b>	The Swimming Pool Manager provides supervisory work of a specialized nature in directing the operations of a city swimming pool. Specific duties include: hiring, training, and managing pool staff; purchasing supplies for the facility, ensuring the facility is maintained in a safe and sanitary manner for all staff and clients; maintaining pool records; and daily deposits.
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### III. ORGANIZATIONAL RELATIONSHIPS

<b>Reports to:</b>	City Clerk & City Council
<b>Communicates with:</b>	
<i>Internally:</i>	Lifeguards, WSI, and all other city employees and volunteers
<i>Externally:</i>	The general public and the patrons of the swimming pool.
<b>Supervises:</b>	Employees of the Swimming Pool

### IV. DELEGATION OF AUTHORITY

<b>AUTHORITIES &amp; CURRENT APPOINTMENTS</b>	As manager of the swimming pool, the Swimming Pool Manager has authority to command swimming pool employees and control various systems, processes, and activities subject to City Council's policy guidance. Working with the City Clerk and Council.
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## V. ESSENTIAL FUNCTIONS

The left column lists the position's major areas of accountability and core responsibilities/key priorities. The right column specifies recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Supervisor, according to City needs.

<p><b>DEPARTMENT ADMINISTRATION &amp; MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>» Planning</li> <li>» Policies &amp; Procedures</li> <li>» Laws, Rules &amp; Regulations</li> <li>» Records &amp; Information Management</li> </ul>	<ul style="list-style-type: none"> <li>a. Prepares, executes, and evaluates operating plans, policies and procedures for assigned department's operations and work activities. Daily coordinates and controls the systems, processes, and activities to comply with state and federal laws/rules/regulations, according to Council policies, and ensures the highest level of care is being rendered.</li> <li>b. Personally handles or oversees the preparation and maintenance of complete and accurate records. Ensures required reports are completed and submitted to appropriate agency.</li> <li>c. Prepares department's draft operating budget; administers Council-approved budget; and keeps Council informed of significant and noteworthy financial concerns and issues. Monitors monthly expenditures and receipts for the service.</li> <li>d. Regularly informs the Council about noteworthy items; attends Council meetings to report on the department's operations, programs, and activities; and attends relevant boards/commissions/committees as directed/needed.</li> <li>e. Manages the department's document and records management system, overseeing and implementing appropriate security measures and managing the proper legal disposition of all records and documents; and data compliance practices according to City policies for production.</li> <li>f. Prepares and updates reports when requested by council.</li> <li>g. Submits necessary paperwork to state including but not limited to longevity paperwork, Ambulance license paperwork and Medical Director paperwork</li> <li>h. Ensures Ambulance Service is compliant with all state checks.</li> <li>i. Works closely with the office support to answer questions and get information needed.</li> </ul>
<p><b>LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>» Goals &amp; Objectives</li> <li>» Programs &amp; Initiatives</li> </ul>	<ul style="list-style-type: none"> <li>j. Provides support and assistance to Ambulance members. Addresses any and all personnel issues in a professional and timely manner.</li> <li>k. Initiates and coordinates the department's short- and long-term goal planning, seeking Council input/feedback and approval as appropriate; makes recommendations to the Council about direction of City's Ambulance Service and any new programs or initiatives; and manages Council-approved programs, initiatives, and directives. Evaluates operations and activities, makes improvements as needed, and strives to promote a high level of service.</li> <li>l. Keeps informed of relevant industry changes and trends, conducting appropriate research and analysis; and provides relevant information to departmental staff.</li> <li>m. Communicates timely, accurate information to the Ambulance Service members.</li> <li>n. Ensures safety and efficiency in the workplace; submits policies to the City and or State for approval</li> </ul>
<p><b>EQUIPMENT MAINTENANCE</b></p> <ul style="list-style-type: none"> <li>» Replacement Planning</li> <li>» Maintenance &amp; Repair</li> </ul>	<ul style="list-style-type: none"> <li>o. Participates in the City's planning process for equipment replacement decisions by working closely with the City Clerk and City Council.</li> <li>p. Does rig maintenance checks, cot maintenance, medication check, ordering supplies, fixing of equipment and other necessary checks when appropriate</li> <li>q. Coordinates the maintenance and repair of departmental vehicles and equipment. Uses outside repair services as budgeted, approved, or needed in emergency.</li> </ul>

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V. ESSENTIAL FUNCTIONS (cont.)	
<p><b>SUPERVISION OF DEPARTMENT EMPLOYEES</b></p> <ul style="list-style-type: none"> <li>» Employee Relations</li> <li>» Supervision &amp; Work Scheduling</li> <li>» Performance Management</li> <li>» Discipline/Safety</li> </ul>	<ul style="list-style-type: none"> <li>r. Undertakes, or effectively recommends to the City Council, the full complement of supervisory functions for supervised positions such as managing work schedules, assigning/prioritizing/reviewing work, coaching and evaluating performance, influencing compensation/rewards, and initiating discipline/discharge per City policy and under the Council's final approval for hiring and firing.</li> <li>s. Oversees and <u>regularly</u> participates in department's cyclical work: supervises employees' performance and reviews work output, assigns special duties and projects, and performs work tasks of subordinate positions as needed.</li> <li>t. Promotes workplace safety through ongoing efforts related to employee training and awareness.</li> <li>u. Reviews Run Sheets for accuracy and necessary information needed for billing.</li> </ul>
<p><b>COORDINATION WITH OTHER CITY DEPARTMENTS</b></p> <ul style="list-style-type: none"> <li>» Emergencies</li> </ul>	<ul style="list-style-type: none"> <li>v. Works closely with other department heads to coordinate work and perform shared responsibilities. Attends staff meetings.</li> <li>w. Coordinates work with other department heads by sharing information, actively seeks input/feedback and provides the same, and informs City Council about important issues and concerns.</li> <li>x. Provides administrative/technical support to other departments as workload and work priorities allow.</li> </ul>
<p><b>EXTERNAL COMMUNICATIONS/ RELATIONS</b></p> <ul style="list-style-type: none"> <li>» City Representation &amp; Liaison</li> <li>» Intergovernmental Relations</li> <li>» Business Relations</li> <li>» Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>y. Represents City before various outside entities: establishes and maintains relationships with a variety of individuals and groups; interacts with consultants and contractors; and informs City Council of significant or noteworthy concerns and issues.</li> <li>z. Engages and interacts with peers and colleagues in all levels of government to share information, discern issues and concerns, and improve performance/productivity of assigned areas of accountability.</li> <li>aa. Receives requests for information, complaints, and other input/feedback about the Ambulance Service and personally responds. Informs City Council of noteworthy problems/complaints and refers any policy matters for the council's consideration.</li> </ul>

VI. OTHER DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> <li>▪ Performs other duties as directed by the City Clerk or Council.</li> <li>▪ May be subject to periodic drug-testing as outlined in city policies.</li> </ul>

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## VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> <li>▪ each major area of accountability</li> <li>▪ City and relevant County ordinances, Council resolutions &amp; directives; City and department policies and procedures</li> <li>▪ Relevant state and federal laws/rules/regulations</li> <li>▪ City Council's overall budget goals and each department's work plans</li> <li>▪ City and Department's organizational structure, operations, programs and activities</li> <li>▪ Ambulance Service Area's geography and street systems</li> <li>▪ principles and practices applicable to the Ambulance Service</li> <li>▪ management principles and practices as they apply to public sector</li> <li>▪ OSHA and other safety-related laws, rules, and regulations</li> <li>▪ office automation and other technologies useful for municipal operations</li> <li>▪ program management, process control and improvement, work flow management</li> </ul>	<ul style="list-style-type: none"> <li>▪ planning and evaluating department's operations</li> <li>▪ preparing/administering operating and capital budgets and budget plans</li> <li>▪ conducting research, analyzing/interpreting data, and preparing reports</li> <li>▪ developing alternatives; including cost/benefit and other pros &amp; cons of various options</li> <li>▪ providing/presenting reliable information and sound advice to elected &amp; appointed officials</li> <li>▪ establishing and maintaining cooperative and productive relationships with a variety of individuals and groups</li> <li>▪ communicating, both verbally and in writing; and using an appropriate degree of tact, persuasion and influence depending on the situation</li> <li>▪ providing leadership/supervision to employees and promoting a positive and motivational workplace</li> <li>▪ using office software and ensuring information technologies help to increase work productivity</li> <li>▪ operating an ambulance vehicle and all associated equipment</li> </ul>	<ul style="list-style-type: none"> <li>▪ handle not public data and other sensitive information</li> <li>▪ keep current on Ambulance Service and related issues through participation in/contact with appropriate organizations, agencies, and other entities (and individuals)</li> <li>▪ continually improve personal knowledge base and keep current with best practices, new technologies, and industry trends</li> <li>▪ implement Council policies and carry out Council and City Clerk/Treasurer directives</li> <li>▪ interpret and administer policies with consistency and uniformity</li> <li>▪ work independently and with a high level of initiative &amp; resourcefulness</li> <li>▪ cope with the mental stress of the position</li> <li>▪ interact with various local &amp; community organizations</li> <li>▪ operate a personal computer and other typical office machines</li> <li>▪ use active listening skills and receive input/feedback (and constructive criticism) on performance</li> <li>▪ promote work products that are complete, accurate, and error-free</li> <li>▪ work beyond normal work hours as well as evenings, some weekends, and holidays</li> <li>▪ attend meetings within and outside the City</li> </ul>

## VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

***Machines, tools, and equipment regularly used:*** Personal computer and peripherals, various software applications (telephone, copy and fax machines, and other typical office equipment. Ambulance vehicle, mobile and portable radios, all machines, tools, and equipment used by subordinate personnel.

# AMBULANCE DIRECTOR

<b>IX. MINIMUM HIRING REQUIREMENTS</b> <i>Includes Training, Experience, Licenses/Certifications, KSAs, and Other Credentials.</i> <i>An equivalent combination of education and experience may be considered during the hiring process.</i>	
<b>For Use in Hiring and Promotions</b>	<ul style="list-style-type: none"> <li>I. Valid Minnesota driver's license (or ability to obtain within 60-days) AND satisfactory driving record.</li> <li>II. Certification as First Responder (First Aid and CPR).</li> </ul>
<b>X. MINIMUM SELECTION STANDARDS (NOT ALL-INCLUSIVE)</b> <i>Other minimum selection standards and pre-employment requirements can be found in application and other hiring materials.</i>	
<b>For Use in Hiring and Promotions</b>	<ul style="list-style-type: none"> <li>III. Must be a United States citizen.</li> <li>IV. Must <u>not</u> have a felony conviction (as defined in MN) and must <u>not</u> be required to register as a predatory offender (under applicable state law).</li> <li>V. Must successfully complete a physical examination, psychological assessment, drug and alcohol screening, and background investigation. Must have knowledge of State Statutes and local ordinances. Must meet all other state requirements and City minimum hiring standards.</li> </ul>
<b>XI. WORKING CONDITIONS (summary only)</b> <i>Includes characteristics related to both the job itself and its work environment.</i>	
	<p>Work involves an element of personal risk and varying levels of physical, emotional, and mental stress to deal with people in wide variety of situations. Must be able to act without direct supervision and exercise independent judgment, discretion, and decision making. Majority of the duties are carried out in an ambulance, inside and outside the office, and in the community. Works in all types of weather conditions and temperature extremes. Possible exposure to irritants/fumes, hazardous substances including dangerous drugs, blood- and air-borne pathogens and other infectious diseases, vibrations and noise, fire and smoke, and possible risk of electric shock. Uses all types of vision (including night and color) and all other senses. Requires regular standing/walking or sitting, and might involve numerous other movements such as bending/stooping, crouching/kneeling, pushing/pulling, and twisting/turning. Regularly uses fine dexterity and large motor skills. Considerable physical effort may be spent while lifting/moving, providing service to people. Must be able to lift/carry/move up objects requiring light to moderate to strenuous physical effort. Potential exposure to life threatening situations. Work includes evenings, weekends, nights, and holidays.</p> <p>Must be able to respond to urgent and emergency situations.</p>

**Data Practices Notice for City Employees with Restricted Access/Use Privileges**

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during the course of your employment with the City. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with City policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13. (NOTE: Refer any questions to the City Clerk/Treasurer.)