



Title: Pool Manager

FLSA Status: Non-Exempt

Safety Status: Safety Sensitive Position

BRIEF DESCRIPTION:

Under the general supervision of the Recreation Director, the Pool Manager is responsible for the daily operations, supervision, and maintenance of the Hondo Municipal Swimming Pool. This position oversees all pool staff, assigns daily responsibilities, ensures proper handling of fee collections and reports, and provides exceptional customer service. The Pool Manager must have a strong understanding of pool equipment, water chemistry, and maintenance to ensure a safe and efficient facility. Additionally, this role requires the ability and willingness to teach swim lessons, teach Lifeguard Certification to newly hired lifeguards, and lead water aerobics and water Zumba classes as part of the city's fitness and recreation programs. Positions requires weekend, days/evenings and holiday availability during the pool season of June-September.

REPORTS TO:

This position reports to the Recreation Director.

SUPERVISES:

This position supervises the Lifeguards and additional pool staff.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	FACILITY AND STAFF MANAGEMENT Oversees the safety of patrons and staff by enforcing policies, procedures, and regulations. Supervises and schedules lifeguards and other pool personnel. Prepares the pool for seasonal opening and closure, including coordinating maintenance and staffing. Conducts staff training and in-service sessions to ensure adherence to safety protocols. Ensures the proper function of pool equipment and coordinates necessary repairs or maintenance.	50%
2	L	POOL MAINTENANCE & WATER CHEMISTRY Working with the Pool Maintenance Contractor: Monitors and maintains appropriate chemical balance levels to ensure a safe	30%



<p>swimming environment. Conducts routine water testing and adjusts chemicals as needed. Ensures proper use and operation of pool filtration, circulation, and cleaning systems. Keeps accurate records of chemical levels, backwashing, and overall pool maintenance.</p>		
3 L	FINANCIAL & ADMINISTRATIVE DUTIES	20%
	Manages daily fee collections, balances cash receipts, and prepares financial reports. Maintains inventory of concession and pool supplies. Keeps detailed records of employee time cards, customer attendance, accidents, rescues, and first aid incidents. Ensures compliance with health and safety regulations set by local and state authorities.	

4 M	WATER FITNESS INSTRUCTION	15%
	Manages daily fee collections, balances cash receipts, and prepares financial reports. Maintains inventory of concession and pool supplies. Keeps detailed records of employee time cards, customer attendance, accidents, rescues, and first aid incidents. Ensures compliance with health and safety regulations set by local and state authorities.	

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. High school diploma or equivalent.
Experience	1-3 years of experience managing a public or private pool, including staff supervision, equipment oversight, and water chemistry maintenance highly preferred.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	Receives Direction: Within this job, the employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. The employee has some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and



decision-making abilities are necessary to apply technical skills effectively.	
Fiscal Responsibility	Has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauri, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Texas Driver's License; First Aid and CPR Certification Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification preferred. <u>American Red Cross (ARC) - Lifeguard Instructor (LGI)</u>
Additional Knowledge, Skills & Abilities	Strong leadership and team management skills. Knowledge of pool operations, including filtration systems, pumps, and chemical balance. Ability to train and supervise lifeguards and other pool staff effectively. Strong customer service and conflict resolution skills. Ability to perform routine maintenance and troubleshoot pool equipment issues. Experience handling financial transactions and record-keeping.

OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.	

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.



-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	observing work site, observing work duties, communicating with co-workers
Sitting	F	Observing facility, driving
Walking	O	to other departments/offices/office equipment, around work site
Lifting	F	supplies, equipment, chemicals
Carrying	O	supplies, equipment, chemicals
Pushing/Pulling	O	equipment, tables and chairs
Reaching	O	for supplies
Handling	F	Paperwork, monies, supplies
Fine Dexterity	O	register, calculator, telephone pad
Kneeling	O	retrieving items from lower shelves/ground, cleaning
Crouching	F	filing in lower drawers, retrieving items from lower shelves/ground,
Crawling	N	
Bending	O	filing in lower drawers, retrieving items from lower shelves/ground, making repairs
Twisting	O	getting inside vehicle
Climbing	R	ladders, step stool
Balancing	R	on ladders, on step stool
Vision	C	driving, observing work site, reading, computer screen
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)	R	swimming

City of Hondo, TX



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Phone, copy machine, calculator, vehicle, register

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	F
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

(1) N/A

-Environmental Factors-	
Respiratory Hazards	M
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	W
Physical Hazards	M

PROTECTIVE EQUIPMENT REQUIRED:

Gloves for cleaning equipment

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-		-Frequency-
Time Pressure		O
Emergency Situation		O
Frequent Change of Tasks		F
Irregular Work Schedule/Overtime		O
Performing Multiple Tasks Simultaneously		F
Working Closely with Others as Part of a Team		F
Tedious or Exacting Work		O
Noisy/Distracting Environment		F
Other (see 2 below)		N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center	X		

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.