

## **Bangor Borough**

### ***Seasonal Swimming Pool Manager***

#### **GENERAL DESCRIPTION**

Under the direct supervision of the Borough Manager the Pool Manager will assist with the daily operation of the Borough Pool. The position plans, directs and coordinates activities, assists with hiring and supervising pool employees, enforces policies and procedures, ensures the pool opens/closes/runs efficiently on a daily basis.

#### **SUPERVISION RECEIVED**

Reports To: Borough Manager

#### **SUPERVISION EXERCISED**

- Gives direction to pool lifeguards, ticket takers and other pool employees

#### **ESSENTIAL JOB FUNCTIONS**

- Prepare all work schedules for employees making sure the manager or a head lifeguard is on duty at all times the pool is open
- Assist Borough Manager with hiring pool staff
- Report hours, days and time worked for employees under supervision
- Track pool attendance, balance cash drawer and bring money to Borough office
- Maintain staff rotations and breaks
- Maintain discipline at the pool facility and supervises all staff enforcing policies and procedures
- Enforce posted pool rules
- Address minor concerns/complaints and provide follow-up to Borough Manager
- Ensure that the facility is being properly maintained and cleaned by Public Works and pool staff
- Set a positive example for the rest of the staff to follow
- Inform the Borough Manager when supplies are needed or equipment needs repaired
- Determine when the pool needs to close/delay opening for weather events
- Schedule events held at the pool
- Performs other duties as deemed necessary.

#### **JOB LOCATION**

This position is mainly located at the Bangor Borough Memorial Park Pool Facility. Although there may be occasional traveling off site to various sites within and outside the Borough.

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**EQUIPMENT**

- Computer for word processing, spreadsheets, and data entry.
- Printer
- Adding Machine
- Other Office Equipment (copier, postage machine, telephone, etc.)

**WORKING CONDITIONS**

- The position involves both indoors and outdoors activities and at times severe weather may be experienced.

**KNOWLEDGE, EXPERIENCE, EDUCATION AND TRAINING REQUIRED**

- High School Diploma or the equivalent work experience.
- CPR and First Aid Certification Preferred
- 1-3 years of applicable experience.
- Ability to communicate with others and receive instructions from direct supervisor.
- Thorough knowledge of filing, record keeping and typing.
- Knowledge of the computer and applications software including Windows Operating Systems and Microsoft Office.
- Excellent communication skills, both oral and written.
- Exceptional attention to detail, excellent organizational abilities, and the ability to prioritize among multiple work items. Ability to meet aggressive deadlines while making progress on priority work items.
- Pleasant personality and ability to communicate effectively with the public, coworkers, Borough officials, contractors, developers, engineers, and attorneys.

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Employee Signature

Date

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Borough Manager

Date