

**CITY OF SHAKER HEIGHTS**  
**Position Vacancy Announcement**  
**February 5, 2018**

**Job Title:** Outdoor Pool Manager-Thornton Park (seasonal)  
**Department:** Recreation  
**Salary Range:** \$15.00 - \$20.00 hourly (starting salary dependent on  
**Hours:** qualifications) 20 - 50 hours/week; Weekdays, evenings and  
holidays required.

**GENERAL DEFINITION AND CONDITIONS OF WORK:**

The Swimming Pool Manager performs administrative, managerial and semi-skilled functions for City services related to the swimming pool operations. Directs all lifeguards and head lifeguards and the Learn to Swim program during the Thornton Pool season.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

To include, but not limited to:

- Plans, directs, and organizes the activities of the swimming pool;
- Knowledge of all Thornton Park Pool swimming pool rules, regulations, and procedures;
- Operates and maintains the Thornton Pool;
- Abides by state and local laws and regulations, and policies on swimming pool operations;
- Responsible for planning work schedules and assigning job duties;
- Schedules classes, lessons and necessary lifeguard training;
- Prepares and cleans the pool area, building and perimeter for opening and closing each season;
- Supervises lifeguards to ensure proper pool operation procedures are followed and consistent enforcement and effectiveness of operations; assists and adjusts error and complaints;
- Develops lifeguard schedules and ensures proper substitute procedures are adhered to;
- Implements emergency management procedures and provides procedures training to lifeguards;
- Maintains up-to-date inventory of all pool equipment and supplies, including forms and reports, first aid supplies, and cleaning supplies; restocks supplies as needed;
- Reports equipment problems or needed repairs to Recreation Director;
- Completes all necessary paperwork including time cards and any other pool statistics as requested; documents all hours worked by all pool employees and submits time cards to Accounting Technician;
- Deals with patrons pleasantly, while being fair and direct; initially handles all grievances and/or disciplinary cases involving pool patrons; keeps Recreation Director informed of any grievance situation;
- Reports serious accidents or incidents to the Recreation Director immediately following rescue, treatment or assistance, and completes required reports;
- Maintains harmony among workers, motivates and evaluates lifeguards, and resolves pool staff grievances; communicates staff difficulties and operation problems to the Recreation Director;
- Enforces department policies and procedures;
- Leads, trains, directs, and supervises lifeguards in the operation of the Thornton Park swimming pool;
- Determines whether facilities are safe to be open to the public;
- Performs tests on water to determine appropriate level of chemicals;
- Maintains records on pool activities;
- Performs work according to policies and procedures, and the personnel manual;
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

To perform the job successfully, the individual should demonstrate the following competencies.

- Problem Solving - works well in group problem-solving situations.
- Customer Service - responds to requests for service and assistance.
- Interpersonal Skills - focuses on solving conflict, not blaming; maintains positive attitude; gets along well with co-workers.
- Oral Communication - speaks clearly and persuasively in positive and negative situations.
- Teamwork - balances team and individual responsibilities; contributes to building a positive team spirit; puts success of team above own interests and supports everyone.

**EDUCATION AND EXPERIENCE**

Four years of college preferred with a minimum of six years lifeguarding and two years of pool supervision. Must possess American Red Cross LGI and WSI certification. LGIT and WSIT certifications are preferred.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

**The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.**

PLEASE FILE APPLICATION AND/OR RESUME WITH THE CITY OF SHAKER HEIGHTS HUMAN RESOURCES DEPARTMENT, 3400 LEE ROAD, SHAKER HEIGHTS, OHIO 44120. (APPLICATIONS ARE AVAILABLE ONLINE AT SHAKERONLINE.COM) E-mail: [human.resources@shakeronline.com](mailto:human.resources@shakeronline.com)

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