

CITY OF SHAKER HEIGHTS
Position Vacancy Announcement
March 6, 2018

Job Title: Pool Coordinator
Department: Recreation
Salary Range: \$45,695 - \$49,207; DOQ
Hours: 37.5 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 and other adult programming. Directs all lifeguards, head lifeguards and the Learn to Swim program year round at both indoor and outdoor pools.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Plans, directs, and organizes the activities of the swimming pools;
- Knowledge of all swimming pool rules, regulations, and procedures;
- Operates and maintains Thornton Park City Pool and Woodbury School Pool;
- Abides by state and local laws and regulations, and City policies and procedures with regard to swimming pool operations;
- Responsible for hiring, training, disciplining, and evaluating staff and this includes planning work schedules and assigning job duties; addresses staff and instructor grievances;
- Schedules programs, swim 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;
- 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, pool records, American Red Cross data and any other pool statistics as requested;
- Addresses resident and visitors 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;
- 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 water quality tests to determine appropriate level of chemicals;
- Maintains records on pool activities;
- Performs work according to policies and procedures, and the personnel manual;
- Administers adult programs both swimming and other.
- 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.

Effective February 12, 2016 the City of Shaker Heights will no longer hire external candidates who use any form of 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

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