

ALPENA COUNTY

POOL DIRECTOR

Status: Exempt, Salary position

This position is considered to be exempt and is paid on a salaried basis. This salary reflects the reasonable expectations of the hours normally required to perform this position. (40 hours per week)

General Summary

Under the supervision and general direction of the County Administrator, directs and oversees all pool operations including safe operation of the pool facility and safety of all individuals using the County pool facilities. Prepares operational budget and ensures that expenditures conform to budget. Plans and executes community programs including recreational swimming, special events and swim lessons. Recruits, trains and supervises lifeguard staff. Promotes the pool and its programs through presentations, fund raising, and promotional literature.

Essential Functions:

1. Supervises the pool staff including participating in the employment process, training, assigning work, reviewing and evaluating performance and responding to employee relations issues. Train or facilitate training of lifeguards and water safety instructors for initial certification and re-certification and on-going training.
2. Plan, prepare and manage pool budget. Monitor pool expenditures and develop alternate revenues to meet the need of maintaining a year-round swimming program. Establish fee schedules for pool use. Accountable for the collection, delivery and transfer of monies collected at the pools to the office of County Treasurer and timesheet and attendance record keeping and authorization to the Payroll Department.
3. Ensures that all required regulations or permits are met and pool water testing is conducted regularly and that the pool is maintained in a clean and sanitary manner in accord with Plaza Pool, County Health, and State Health standards. Responsible for regular monitoring and balancing of pool water chemicals; makes required chemical adjustments to maintain safe balance in water. Trains staff to perform the same. Orders water testing supplies. Secure contractual (cleaning) help. Communicates with appropriate vendors to ensure quality and proper pricing. Oversees basic maintenance duties and maintenance related purchases. Notify County Maintenance of equipment and facility repairs.
4. Develop brochures, advertisements, swim schedules and other publicity materials

- related to the programs and activities of the pool. Responsible for marketing programs through announcements, website updates, and creating print and radio ad material. Conduct speaking engagements which includes meeting with various organizations, units of government, and groups to market the use of the pool to promote its use within the community, TV and radio advertisements, newspaper ads and other community presentations. Plan, implement and evaluate pool and aquatic programming.
5. Plans and executes community programs held at the pool. Responsible for creating, implementing, marketing, scheduling, and staffing of all Alpena County Plaza Pool programming.
 6. Oversees fund raising, grant writing, sponsor solicitations and revenue activities to support the pool operations. Meets with community businesses, organizations, and other citizen groups to promote the pool usage.
 7. Orders and maintains inventories and supplies, equipment and other pool necessities.
 8. Gathers and maintains pool data necessary to make operational decisions including daily counts, visitor data and other relevant information.
 9. Handles all clerical and administrative duties including submission of payroll, transmittals and invoices to appropriate county departments as well as supplying necessary reports.
 10. Perform related duties as required.

The above information on this job description has been designed to indicate the general nature and level of work performed by an employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

Employment Qualifications:

Education: Bachelor's Degree of business management/administration is required with coursework in Marketing and Sales is preferred.

Experience: Three years of experience in the aquatic field is preferred.

Other requirements:

- 1) Currently certified or become certified as an American Red Cross or equivalent Lifeguard within 90 days of employment (candidate responsibility). Must become certified as an American Red Cross or equivalent. Water Safety Instructor (Lifetime certification with a class taught annually) within 180 days of

- employment as a condition of continued employment (County paid).
- 2) Must become certified as an American Red Cross or equivalent Lifeguard Instructor Trainer (Lifetime certification with a class taught annually) within six months and Water Safety Instructor Trainer within two (2) years of employment as a condition of continued employment (County paid). Must acquire Certified Pool Operator (CPO) every five years or Aquatic Facility Operator (AFO) certification within one (1) year of employment (County paid). CPO includes the knowledge of basic swimming pool chemistry and experience in maintaining pool water at specific State and County environmental health standards. Director must ensure MDEQ regulations are met such as required inventory of emergency supplies and operable emergency equipment.
 - 3) Copies of required certifications must be submitted with application and must remain current during employment with Alpena County.
 - 4) Ability to manage a pool facility and to supervise pool staff. Responsible for hiring, training, and maintaining certified staff.
 - 5) Ability to establish and maintain effective relationship with the public, management, and co-workers. Serves as a liaison between Alpena Public School's pool needs and County programming scheduling needs.
 - 6) Ability to communicate effectively with various age groups and the public at large.
 - 7) Ability to communicate effectively in both oral and written English.
 - 8) Must be able to coordinate Friends of the Plaza Pool members, and solicit and manage volunteers and their work in a courteous, productive manner.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Screening and Compliance:

The offer of this Alpena County position requires compliance with the following:

- Employee must successfully complete the post-offer employment medical examination and background investigation.
- Employee must comply with employment guidelines of the County.
- Employee must possess a valid Michigan Drivers license by employment date and retain a valid license while employed in this position.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Entering and exiting the pool via a ladder.
- Ability to lift or tow patrons from the water.

- Ability to meet all physical requirements required by the American Red Cross to obtain appropriate certifications.

Working Conditions:

- Employee is indoors 60% of the time at the pool.
- Indoor duties are performed in a hot and humid environment; however, worker is exposed to wet cement and mat surfaces while working.
- Work hazards or potential work hazards include the exposure to dangerous emergency situations involving rescue, hazardous chemicals, and possible exposure to bodily fluids from persons with life-threatening diseases.
- Flexible work hours will be a requirement.

Equipment, Tools, and Materials:

- Employee handles writing utensils, various paperwork, files and reports in the documentation of statistical reports, daily pool chemistry logs, deposits as required, and ordinary office record keeping.
- Employee handles hazardous materials, including possible cancer causing particles, chlorine bleach, hydrochloric acid, sodium bisulfate, sodium thiosulfate, carbon dioxide gas, sodium bicarbonate, calcium chloride, muriatic acid, calcium hypochlorite, and other such pool chemicals.
- Employee utilizes appropriate protection when handling hazardous chemicals.

Hours of Work:

Works 40 hours a week from 7:00 a.m. – 3:00 p.m. Hours and schedule is flexible upon need. Weekends and Holidays are included at times. Carries a pager and cell phone and is on-call 24 hours a day.

Signature_____

Date_____