

## **City of Cokato Job Description**

**Position Title:** Pool Manager - Chemicals  
**Department:** Public Works - Parks  
**Status:** Hourly, non-exempt, seasonal  
**Reports To:** Public Works Director

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### **Summary**

Perform a variety of duties including the supervision and daily operation of the outdoor swimming pool facilities. The Pool Chemicals Manager is expected to oversee the general pool mechanical operations, including monitoring the pool operations to ensure compliance with state regulations. The Pool Manager works without a need for work direction or direct supervision on daily tasks.

### **Essential Duties and Responsibilities**

- Supervise the daily pool mechanical/chemical operations of the pool.
- Work with the Public Works Director to make sure operations are covered in the Pool Manager's absence.
- Communicate with Pool Operations Manager when orders for supplies are needed.
- Maintain and control supplies and equipment inventory and alert supervisors of shortages or other needed repairs.
- Work cooperatively with the Public Works Director to fill and calibrate pool chemicals.
- Enforce safety and health standards.
- Follow proper emergency procedures when needed.
- Interact with community members in a professional, courteous, friendly, and helpful manner.
- Maintain a positive and active role at the pool, even while working under potentially stressful conditions, including adverse weather, or working with difficult or injured participants.
- Work cooperatively with supervisors and co-workers.
- Attend all training and staff meetings as scheduled.
- Complete accident or other reports as directed by supervisor.
- Other duties as assigned.

### **Education and/or Experience**

- 18 years of age or older.
- Current Certified Pool Operator license or ability to obtain prior to pool opening.
- Customer service skills.

- Ability to work independently.
- Ability to maintain pool facility in a safe manner.
- High School Graduate (preferred).

### **Qualifications**

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. In addition, punctuality and attendance are critical. The individual is expected to be available as scheduled, or work with the supervisor in advance of any unplanned absence to ensure that all shifts are covered.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee frequently is required to stand; walk; sit; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to climb or balance.

The employee may occasionally carry objects up to 25 pounds, and may occasionally need to lift or move persons or objects weighing significantly more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work is typically performed in an outside, non-temperature controlled environment. The employee primarily works in outside weather conditions and is occasionally exposed to extreme heat, wet and/or humid conditions.

The noise level in the work environment is usually moderate.

### **Reasonable Accommodations**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.