



City of Saginaw

RECREATION CENTER AQUATIC CENTER POOL MANAGER 2023 SUMMER SEASON

333 West McLeroy
P.O. Box 79070
Saginaw, Texas 76179
817-232-4640
Fax 817-232-4644
www.ci.saginaw.tx.us

DATE: 02/23/2023

CLOSING DATE: Open Until Filled

BEGINNING SALARY: \$19.44 per hour

SEASONAL WORK SCHEDULE: June 1, 2023 – September 2, 2023
Varied hours

MINIMUM REQUIREMENTS

- CITIZENSHIP: Must be a United States Citizen by birth or naturalization.
- EDUCATION: High School or General Equivalency Degree (GED)
- EXPERIENCE: Three (3) years Lifeguard, Water Safety Instructor or related experience or Two (2) years' experience as an Assistant Pool Manager or equivalent combination of education and experience.
- CERTIFICATION: American Red Cross Lifeguard Training Certification; Certified Pool/Spa Operator's License (CPO) or Certified Aquatic Facility Operator's License (AFO) preferred; American Red Cross CPR Certification; Standard First Aid Certification or equivalent; AED Operator Certification.
- IDENTIFICATION: Texas Driver's License or other valid form of identification

MUST BE ABLE TO PERFORM ESSENTIAL AND NON-ESSENTIAL JOB DUTIES WITH OR WITHOUT A REASONABLE ACCOMODATIONS. (PLEASE READ DESCRIPTION ENCLOSED IN PACKET).

AQUATIC CENTER CUSTOMER SERVICE

The hiring process will consist of the following: Oral interview, background check, physical examination and drug screen. Any offer of employment is contingent on applicant passing the physical examination and drug test. **We reserve the right not to employ any applicant.**

All applications must be returned with:

1. Copy of valid Texas Driver's License or valid identification
2. Copy of Social Security Card
3. Authorization to Conduct Drug and/or Alcohol Testing Form
4. Authority for Release of Information and Wavier
5. Supplemental Work and Personal History Form (Page 1 and 2)
6. DPS Computerized Criminal History (CCH) Verification Form

Application packets are available:

Online: www.saginawtx.org

In Person: City of Saginaw Human Resources, 333 West McLeroy Blvd., Saginaw, Texas 76179

NON-TOBACCO USERS PREFERRED, NO SMOKING IN CITY BUILDINGS

Equal Opportunity Employment

Note: The Immigration Reform and Control Act of 1986 requires the City of Saginaw to hire only U.S. Citizens and lawfully authorized alien workers. Employability verification will be required of prospective employees.



CITY OF SAGINAW JOB DESCRIPTION

Job Title: **Pool Manager**
Department: Recreation & Community Services
Seasonal/Temporary Position

Effective: 11/08/2022
State Employment Commission Code: 7999
Worker's Compensation Number: 8810

Job Summary

Under general supervision of the Recreation Services Manager and Supervisor, the pool manager supervises and maintains a safe aquatic environment at the Saginaw Aquatic Center. Successful candidate will plan, train, organize and assign duties and direct activities of pool staff. Other duties include: maintaining records and reporting on daily attendance, maintenance, money receipts and preparing cash register closeout at close of business day. Candidate will have thorough knowledge of pool safety rules and the mechanical operation of all equipment used at the pool. Operates and performs preventative maintenance on pool equipment. This position will oversee schedules, head lifeguards, lifeguards, customer service associates and basic operations of facilities.

The intent of this job description is to provide a representation summary of the major duties and responsibilities performed in this position. The pool manager may not be required to perform all duties in this description and may be required to perform position-related tasks other than those specifically listed in this position.

Essential Job Functions

This position must have the demonstrated ability to communicate effectively and answer questions with a variety of customers; Ability to maintain appearance of the facility by performing light custodial duties; Basic knowledge of common aquatic facility apparatus; Perform other duties as assigned; Must be able to lift items weighing up to twenty-five pounds; Position will be exposed to an out-of-door environment, subject to extremes of temperature and inclement weather.

Other Job Functions

Must be able to work weekdays, afternoons, evenings and weekends
Regular and consistent attendance for the assigned work hours is essential
Works with other City departments as needed
Performs other duties as assigned

Required Education, Degrees, Certificates, and/or License

High school diploma or general equivalency degree (GED); Three (3) years Lifeguard, Water Safety Instructor or related experience or two years experience as an Assistant Pool Manager or equivalent combination of education and experience; American Red Cross Lifeguard Training certification; Certified Pool/Spa Operator's License (CPO) or Certified Aquatic Facility Operator's License (AFO) preferred; American Red Cross CPR certification; Standard First Aid certification or equivalent; AED Operator Certification; Must possess a valid Texas driver's license or valid identification.

Experience, Training, Knowledge, and Skills

Ability to communicate effectively and work well with a wide variety of people is required. Must be mentally and physically fit; be responsible, dependable, professional and able to work effectively in a public environment; Have excellent oral and written communication skills and be able to motivate individuals through positive reinforcement; Must possess a basic knowledge of swimming pool chemical analysis and adjustment preferably through personal computer program; Must possess supervisory capabilities; Must have the ability to operate computers, printers, calculators, typewriter, copy machine, telephone. Must be a highly, motivated individual possessing exceptional customer service skills.