



PROPERTY OWNERS ASSOCIATION

P.O. BOX 360516 • STRONGSVILLE, OH 44136

FHPOA POOL MANAGER JOB DESCRIPTION SUMMER 2021

General Description

The Pool Manager employed with Forest Hills Property Owner's Association, FHPOA, is responsible for the proper, efficient and effective operation of our two pool facilities. In addition, this position is responsible for the health, safety, and welfare of those using the Association's swimming pools. This position is under the direct supervision of the Board of the FHPOA Association. The Pool Manager is responsible for following and carrying out all workplace expectations and policies of Forest Hills Property Owner's Association. The pool facilities are open seven days per week, weather permitting, during pre-determined summer days and hours.

Duties:

- Directly supervise pool staff and guests by enforcing rules and regulations that are posted.
- Interview, hire, train, schedule and supervise all pool staff including head lifeguard. Ensure proper certification for all employees and keep all necessary paperwork on file within pool area.
- Responsible for finding a replacement for any lifeguard that calls off so that both pools have sufficient number of lifeguards on staff at all times while pools are open.
- Provide Board with a complete list of all lifeguards along with phone numbers and other contact info. as well as necessary paperwork/certifications.
- Conduct training of all pool staff on maintenance and cleaning of pool, solar covers, bathrooms and garbage and what is expected of them on a daily basis from opening until closing of pools.
- Inspect, in person, each pool at least DAILY and log in each time pool is visited along with noting any problems. Notify Board immediately if visits are not completed.

- Be available by phone during ALL pool hours, 7 days per week.
- Ohio Administrative Code and the Board requires an authorized representative, such as the pool manager, who is familiar with the public swimming pool equipment, operation and safety be either on site or within thirty minutes of the site whenever the pool is open for use, to respond to requests for information or assistance by patrons of the pool, the licenser, or the director.
- Perform proper pool water temperature regulation through use of pool heaters and solar covers nightly. Manager only to oversee pool heaters.
- Perform and train lifeguards if necessary on BASIC maintenance, backwash, flowmeter, etc. If maintenance is needed for any pool issue the Board must be notified first and must provide approval of any repair and/or supplies needed.
- Schedule guards as needed for all FHPOA activities (i.e. pool rental, block party, etc.). Board will provide Manager with a schedule of activities that involve the pools before the pool season begins.
- Provide FHPOA Treasurer with bi-weekly hours worked for each lifeguard for proper paycheck payment.

- Oversee swim team needs including scheduling lifeguards and posting home meets to notify our Association members. Board will ensure payment from head of swim team.
 - Warn swimmers of improper activities or hazards and/or ensure lifeguards have the knowledge and training to do so.
 - Ensure lifeguards have all proper knowledge and training, certification to do job properly and safely.
 - Notify the Board and fill out accident report for any accidents, rescues, or problems that have arisen immediately.
 - Report to the Board of the Association any equipment that is in need of repair immediately.
 - During inclement weather authorize lifeguards to close pools and re-open if weather conditions permit. Inclement weather includes air temp dipping below 70° and/or lightening.
 - Responsible for hanging sign ANYTIME the pool is closed to the members during normal pool hours (i.e. weather, pool rental, FHPOA activity) or having head lifeguard do so.
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- Attend monthly Board meetings during pool months and provide a written report of pool operations at EACH meeting; May, June, July, August and September.
 - Complete and maintain accurate records of pool operations, including lifeguard time sheets (for Association Treasurer so can pay lifeguards in a timely manner), daily reports, accidents, incidents, daily pool attendance log, finances and required records for Health Department. All records must be kept in file cabinet on pool premises.
 - Ensure that lifeguards keep bathrooms, pool rooms clean and organized.
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- Inventory and notify Board of all necessary forms, supplies, pool chemicals and equipment needed. No purchase is to be made without approval from Board.
 - Oversee the general custodial cleaning of both pool facilities including vacuuming, hosing of decks, cleaning filters and restrooms, etc... as needed.
 - Conduct pH and chlorine tests and record in log book and/or instruct lifeguards to properly initiate these tests. If lifeguards are handling these tests, manager must check log books regularly to ensure tests are being done and done correctly with no issues.
 - Plan and schedule in-service training for lifeguards including first aid skills, facility maintenance, emergency procedures and other applicable information. Document and file.
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- Assist members in a professional and courteous manner.
 - Interpret all laws, ordinance, rules and regulations regarding the health and safety of all persons using the facility.
 - Any other additional duty required by the Board of the Association.
 - Submit a written end of the year report no later than September 14th to the Board.

Qualifications:

- Be knowledgeable and trained in the operation of all pool equipment, procedures for handling, storing and using pool chemical compounds, procedures for performing and interpreting the required onsite chemical tests and the appropriate emergency procedures.
- Current Red Cross/First Aid and/or CPR/AED cards (preferred but not required by State/Local)
- Certified Pool Operator License (beneficial but not required by State/Local)
- High School Diploma
- Previous managerial experience preferred

Skills:

The pool manager must have knowledge of water hazards, pool chemicals, and pool management techniques, recognize hazardous situations and adopt effective courses of action. This position also requires effective communication (written and verbal) and management skills and the ability to engage positively with the Board of the Association as well as its members.

Physical Skills:

While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach, and manipulate objects. The position requires mobility.

Pool Manager Acknowledges that he/she has read, agrees with and understands all part of their job description:

Sign: _____ Date: _____