



# **JOB ANNOUNCEMENT FOR THE CITY OF EAGLE LAKE**

## **Pool Manager (Seasonal)**

### **JOB DESCRIPTION:**

Responsible for the supervision of all assigned pool personnel including ticket/concession/lifeguards and other staff. Responsible for the enforcement of all rules and regulations. Plans, organizes, schedules, and directs the activities of all personnel. Assists in administrative matters. Supervises the collection and deposits of all monies. Assists in preparing an annual report on pool operations and performs other duties as assigned.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** Select, schedule, train, motivate, supervise and evaluate personnel; provide or coordinate staff training, work with employees to correct deficiencies, implement discipline procedures and recommend employee terminations. Ensure all pool regulations and policies are enforced by pool personnel. Provide customer service assistance to ensure positive public relations, resolve customer concerns and meet customer needs. Follow and enforce appropriate safety and security precautions to safeguard all City assets (human, environmental, and financial). Implement, supervise and evaluate cash management procedures; verify accuracy of revenue reports; reconcile reports and institute controls on cash handling as needed. Maintain inventory controls for all facility equipment and supplies. Perform other duties as assigned.

### **QUALIFICATIONS/REQUIREMENTS:**

**EQUIPMENT:** Operates computer, printer, copy machine, telephones, pool equipment, pool chemicals, etc. Drives city vehicle when necessary.

**KNOWLEDGE, SKILLS, ABILITIES:** High school degree or GED with appropriate certification. Three years of experience in lifeguarding. Must possess valid certificates: First Aid and CPR/AED. LGI certification preferred. Must have a valid Class "C" driver license.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Ability to sit or stand for long periods of time in an outdoor environment.

### **SALARY:**

Salary to be determined, depending on qualifications.

**APPLICATION DEADLINE:** Open until filled. Applications are available at City Hall, 100 E. Main or online at <https://www.coeltx.net> Completed application can be submitted in person or by mail to City of Eagle Lake, P.O. Box 38, Eagle Lake, TX 77434. Random drug testing; EOE.

**POSTED: 5-18-2021**