

CITY OF OVERBROOK
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Overbrook Swimming Pool Manager

DEFINITION: Working with the Overbrook Parks and Recreation Direction on the planning, organizing, staffing, directing, implementing, reviewing and evaluating the activities of the Overbrook Swimming Pool and other related community services regarding the use of the pool. This is a seasonal position and hours should not exceed 1000 hrs.

DISTINGUISHING CHARACTERISTICS: The Overbrook Swimming Pool Manager is responsible for planning, coordinating, administering, reviewing and evaluating a broad program of swimming pool services.

SUPERVISION RECEIVED/EXERCISED: Policy and administration direction is provided by the City Council, Mayor, and the Park and Recreation Director. Weekly meetings with city council and/or mayor or OPR Director may be requested. Supervisory duties entail direct supervision of the Pool, lifeguard, swim team and volunteers.

ESSENTIAL DUTIES: These duties include but are not limited to:

- Responsible for spending taxpayers money in a fiscally responsible way. Work with the OPR Director on revenue and expense reports, including time sheet, and budgeting.
- Work with the OPR Director to ensure the pool maintenance is completed as needed including chemical testing and necessary adjustments.
- Responsible for managing the daily operations as well as working with the OPR Director on the hiring of Overbrook swimming pool personnel including the training, evaluation, and discipline of the pool employees; mentor and develop employees while fostering creativity in the workplace.
- During the season, the Overbrook swimming pool manager is required to make a pool report for the OPR Director.
- Prepare the pool during preseason and work with the OPR Director to get the staff certified before opening day.
- Help the OPR Director during the postseason with cleaning up and shutting down pool facilities.

QUALIFICATIONS: Experience/ Education Sufficient experience and education in municipal recreation, public or business administration or a related field. Ability to obtain the required qualification and training. Experience as a Lifeguard is a bonus.

WORKING CONDITIONS: Position requires sitting, standing, walking on level and slippery surfaces, climbing, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching in the performance of daily activities. The position also requires near, far and color vision while performing duties related to observance of activities of the swimming pool. The incumbent also must be available to attend meetings in various other cities, work irregular or extended hours to attend various meetings and community events and work with constant interruptions, and at times, with demanding, and angry clients when discussing swimming pool policy.

SPECIAL REQUIREMENTS: Possession of an appropriate Kansas Operator's license issued by the State Department of Motor Vehicles. Red Cross Lifeguard Management, CPR, First Aid, or ability to obtain and maintain within one year of hire.

Items needed before pool employees can receive a paycheck:

1. completed application
2. copy of social security card
3. W-4 form for the current year
4. I-9 form employment eligibility

Only hours verified by the pool manager will be paid. Differences regarding hours worked must be settled by the employee and pool manager. Paydays are bi-weekly.

TRAINING REIMBURSEMENT: courses should be paid by the hiring company post employment.