

**Pool Manager- Township of Lyndhurst. Applications available Township Clerk's Office, 367 Valley Brook Avenue, Lyndhurst, NJ. Deadline: November 20, 2009. Job description as follows:
Equal Opportunity Employer**

LYNDHURST COMMUNITY POOL MANAGER

Qualifications:

- Certified Pool Operator, all certificates to be kept current.
- Certified in Professional CPR, First Aid and Life Guard Training, all certificates to be kept current.
- Experienced with overall pool operations for a minimum of five (5) years
- Demonstrates effective management skills: planning, scheduling, staff supervision and evaluation, financial management skills, budgeting and record keeping
- Demonstrates effective public-relation skills related to children, youth and the general public
- Capable of responding to flexible time demands, including nights and/or weekends
- Ability to perform job duties with minimum supervision

Employment:

The Lyndhurst Community Pool Manager will be an employee of the Township of Lyndhurst. This position is overtime exempt and is an "at will" position.

Reports To:

The Lyndhurst Community Pool Manager reports to the General Services Coordinator and the Superintendent of Parks and Recreation.

Primary Function:

Assure the safe and efficient operation of the Lyndhurst Community Pool. Implement the Township's commitment to service the entire community and implement programs for teaching residents to swim and utilize the pool for all residents' wellness initiatives.

Job Duties:

1. Assure the safe and efficient operation of the pool including compliance with all state statutes and health department regulations.
2. Adhere to Township Policies as an employee and as a manager.

3. Prepare a recommended budget, account for revenues and expenditures and assure that expenditures do not exceed the budget. Submit revenues and requested records to the General Services Coordinator and Superintendent of Parks & Recreation.
4. Recommend fees for use of the pool including user fees, instruction fees, and facility use fees.
5. Maintain a record of pool use.
6. Maintain an inventory of pool equipment including item, vendor, purchase date, and cost.
7. Secure adequate custodial and maintenance services to provide clean, well functioning equipment and facilities, and maintain a pool environment that is clean, pleasant and focuses on service to customers.
8. Order supplies necessary for pool operations.
9. Assure adequate staffing by properly trained and certified employees.
10. Define duties and responsibilities of staff and communicate these duties to staff members through job descriptions and schedules. Emphasize customer service.
11. Develop and implement rules of conduct for staff and pool users.
12. Direct day-to-day activities of the pool and pool staff.
13. Organize and administer a series of regularly scheduled, ongoing activities for use of the swimming pool by community members.
14. Conduct self in a positive, professional manner at all times.
15. Attend Pool Utility meetings and consider advice/suggestions from Pool Utility and the Mayor and Commissioners.
16. Evaluate the “effectiveness” (e.g. level of participation, cost-effectiveness) of pool activities and programs with assistance of the Pool Utility, General Services Coordinator and Superintendent of Parks & Recreation).
17. Provide the Pool Utility, General Services Coordinator and Superintendent of Parks & Recreation with an annual year-end report summarizing pool use date, effectiveness of programs, revenues and expenditures.
18. Any other duties assigned by the Pool Utility, General Services Coordinator and Superintendent of Parks & Recreation.

Daily:

- Read and record readings from gauges and meters.
- Check for leaks of structures (housing, filter, pumps)
- Check for leaks in plumbing (Pipes)
- Monitor chemical supply levels.
- Testing and recording chemical levels of pool water as prescribed in the New Jersey State Sanitary code – Chapter IX – Public Recreational Bathing

- Maintenance of Pool Log
- Visual inspection of pool including starting blocks, main drain grates, hand rails safety
- Visual inspection of equipment, rescue equipment, ladders, bleachers, benches, deck boxes and stairs
- Sweep pool deck
- C.P.O. will be either at the pool when the pool is open or on call at all times with the schedule posted in the pool office

Weekly:

- Backwash filter
- Hand vacuum pool
- Clean automatic vacuum collection bag
- Replace treads and belts as needed in automatic vacuum
- Calibration of chemical control computer system (adjust ORP setting)
- Water line build-up removal (bathtub ring)
- Cleaning of gutter grates
- Review Garden State lab results
- Cleaning of skimmer basket
- Power wash pool deck

Monthly:

- Chemical control computer system probe cleaning
- Order chemicals as needed and report orders to Township
- Clean pool equipment (Lifeguard stands, ladder rails, bleachers and rescue equipment)
- Clean chemical feed injectors, nozzles and valves
- Langelier saturation index and report to owner with results and remediation

Semi-Annually:

- Replace chemical feed lines
- Power wash pool deck

Annually:

- Power wash walls in pool/room
- Power wash bleachers
- Purchase one approved test kit, replacement tabs and test tubes

- Purchase new first aid kit and keep supplies in accordance with New Jersey State Sanitary code-Chapter IX – Public Recreational Bathing
- The assigned C.P.O. will accompany the local health inspector during the annual inspection and inform the Health Department of any problems that may arise during the year, ex. If bacteriological test is below standard in accordance with New Jersey State Sanitary code – Chapter IX – Public Maintenance of filters