



Borough of Chatham
MUNICIPAL BUILDING
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928

Job Title:	Pool Manager	Job Category:	
Department/Group:	Recreation	Travel Required:	No
Level/Salary Range:		Position Type:	Seasonal
HR Contact:		Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	
External posting URL:		Hours:	Variable schedule including weekdays. Weekends and/or evenings
Internal posting URL:			
Job Description			
I. General			
A.	The Pool Manager is responsible for the day to day operations of the Pool and is responsible for the general supervision, management and administration of the facility. The Manager is responsible for supervision of the pool staff. The Pool Manager reports to the Recreation Coordinator		
B.	Responsible and knowledgeable of all phases of the pool operation and equipment.		
C.	Oversees and ensures sufficient certified staff is available when the pool is in use.		
D.	Coordinates the daily opening and closing of the facility		
E.	Maintains unimpeded access to all emergency first aid supplies and equipment.		
F.	Determines the filter and chlorine system is working efficiently to ensure safe use of the facility.		
G.	Determines all chlorine readings are within safe and acceptable levels as per standards by the New Jersey State Bathing Code.		
H.	Monitors the chlorine levels and ensures new deliveries as needed.		
I.	Maintains a chlorine testing log to ensure safe levels.		
J.	Ensures chlorine pumps are lubricated and clean for efficient operation.		
K.	Ensures applicable chemicals are added to the water to prevent bacteria growth and to keep the water clear.		
L.	Ensures chemical breathing apparatus is available in an emergency.		
M.	Arranges with the Recreation Coordinator for necessary pool repairs with the Department of Public Works or an established pool repair service.		
N.	Ensures accurate records are kept of bathing numbers, chemical and water numbers as per the New Jersey State Bathing Code.		
O.	Provides training and ensures a certified fire extinguisher is accessible at all times.		



Borough of Chatham
MUNICIPAL BUILDING
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928

P.	Monitors lifeguards to bathing ratio is adequate.
Q.	Oversees and monitors the facility for emergencies. and implements the Emergency Action or Aquatics Plan as necessary.
R.	Maintains a fully equipped first aid kit.
S.	Ensures all safety guidelines are adhered to both in and around the pool facility
T.	Coordinates the swim lesson program.
U.	Registers swim lesson participants.
V.	Evaluates swimming abilities and organizes participants into skill level groupings.
W.	Provides training and instruction to new guards teaching swim lessons.
X.	Organizes the annual Water Carnival.
Y.	Organizes special events and activities.
Z.	Monitors all membership on site badge sales.
AA.	Reconciles collected on site badge funds.
BB.	Delivers daily funds to the Recreation Coordinator for deposit.
CC.	Ensures all pool guidelines are followed for safe operation.
DD.	Maintains open, courteous communication with pool members.
EE.	Communicates needs or issues to the Recreation Coordinator.
FF.	Communicates with the Health Inspector as needed.
GG.	Communicates Health Inspector report results to the Recreation Coordinator.
HH.	Communicates with the water testing company.
II.	Communicates water testing results to the Recreation Coordinator.
JJ.	Assists with any life guarding responsibilities as needed.
KK.	Implements a daily staffing plan to ensure safe operation.
LL.	Coordinates daily staff responsibilities to ensure safe operation.
MM.	Directs emergency drills to keep staff members prepared.



Borough of Chatham
MUNICIPAL BUILDING
54 FAIRMOUNT AVENUE
CHATHAM, NEW JERSEY 07928

Competencies Required			
VI. Qualifications			
	A.	Minimal - High School Diploma.	
	B.	Minimum 2 year's pool management experience.	
	C.	Previous or current Lifeguard Training Certification.	
	D.	Certified Pool Operator Certification License or willing to obtain.	
	E.	Pool Directors Training or willing to obtain.	
	F.	Current Cardiopulmonary Recitation Certification or willing to obtain.	
VII. Knowledge, Skills and Abilities			
	A.	Ability to supervise and delegate responsibility.	
	B.	Ability to manage and reconcile funds received.	
	C.	Ability to implement, recommend and develop new programs.	
	D.	Ability to establish and develop criteria for old and new activities.	
	E.	Ability to use Microsoft Office.	
	F.	Ability to physically perform the tasks required.	
	G.	Ability to communicate verbally and in writing with residents, parents, towns vendors and staff.	
	H.	Ability to utilize the online registration system.	
	I.	Knowledge and enjoyment of aquatic activities for youth and adults.	
IX.	Supervision		
	A.	Reports directly to the Recreation Coordinator.	
Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	