

# Job Description

**Job Title: Pool Manager**

---

## **GENERAL DESCRIPTION:**

The Pool Manager oversees daily operations of the city pool, enforces policies and procedures, and maintains positive public relations

## **ESSENTIAL DUTIES:**

- Prepares work schedules.
- Schedules swimming lessons and parties.
- Inspects lifeguard timesheets for accuracy and is responsible for turning in to City Secretary.
- Track pool attendance, balance cash drawer and submit daily deposits to City Hall as instructed.
- Insure proper operating conditions of pool facilities.
- Handle first aid problems. Incident Reports are mandatory for all first aid given.
- Maintain proper staff rotations during working hours.
- Maintain discipline at the city pool and supervises all staff enforcing staff policies and rules.
- Maintain public relations through social media and in person
- Document all disciplinary problems and report to the City Secretary.
- Ensure facilities are kept clean and staff properly completes all assignments.
- Oversee all inventory for the pool, including concessions, cleaning supplies, and other necessary items. Must inform City Secretary of needed purchases.
- Report all maintenance needs to City Secretary or Parks and Recreation Supervisor.
- Confirm gates and doors are locked before leaving premises at closing time.
- Other duties requested by City Secretary.

## **EDUCATION, EXPERIENCE, AND CERTIFICATIONS:**

- High School Diploma or GED
- Must be a Certified Lifeguard, CPR & First Aid Certified (Training will be provided)

## **CONDITIONS OF EMPLOYMENT:**

- Background check is required

## **PHYSICAL DEMANDS:**

- Must be able to talk and hear
- Must be able to lift fifty (50) pounds or more frequently
- Required to frequently stand, sit, kneel, crouch
- Required to do physical labor for several hours a day

## **WORK ENVIRONMENT:**

- The job is performed outdoors and has a relatively high noise level.

***This job description may change at any time as directed by the Board of Aldermen or City Secretary.***



# APPLICATION FOR EMPLOYMENT

CITY OF EAST BERNARD

704 CHURCH STREET

EAST BERNARD, TEXAS 77435

979 335-6558

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For

Date of Application

How Did You Learn About Us?

☐ Advertisement

☐ Relative

☐ Inquiry

☐ Employment Agency

☐ Friend

☐ Other \_\_\_\_\_

Last Name

First Name

Middle Name

Address

Number

Street

City

State

Zip Code

Telephone Number(s)

Social Security Number

Best time to contact you at home is: \_\_\_\_\_ : \_\_\_\_\_ AM  
PM

If you are under 18 years of age, can you provide required  
proof of your eligibility to work? ..... ☐ Yes ☐ No

Have you ever filed an application with us before? ..... ☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Have you ever been employed with us before? ..... ☐ Yes ☐ No

If Yes, give date \_\_\_\_\_

Do any of your friends or relatives, other than spouse, work here? ..... ☐ Yes ☐ No

Are you currently employed? ..... ☐ Yes ☐ No

May we contact your present employer? ..... ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this  
country because of Visa or Immigration Status

*Proof of citizenship or immigration status will be required upon employment.* ..... ☐ Yes ☐ No

Date available for work \_\_\_\_/\_\_\_\_/\_\_\_\_ What is your desired salary range? \_\_\_\_\_

Are you available to work:

☐ Full-Time (please indicate 1 2 3 shift)

☐ Part-Time (please indicate Mornings Afternoon Evenings)

☐ Temporary (please indicate dates available \_\_\_\_/\_\_\_\_/\_\_\_\_ - \_\_\_\_/\_\_\_\_/\_\_\_\_)

Are you currently on "lay-off" status and subject to recall? ..... ☐ Yes ☐ No

Can you travel if a job requires it? ..... ☐ Yes ☐ No

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

POSITION:

DATE:



# EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

1.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
2.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
3.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				
4.	Employer		Dates Employed		Work Performed
			From	To	
	Address				
	Telephone Number(s)		Hourly Rate/Salary		
			Starting	Final	
	Job Title	Supervisor			
	Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

List professional, trade, business or civic activities and offices held.

You may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status:


## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma Degree
Elementary School				
High School				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any specialized training, apprenticeship, skills and extra-curricular activities.

Describe any job-related training received in the United States military.

Describe any job-related training received in the United States military.



# APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

Signature of Applicant

Date

## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview ☐ Yes ☐ No

Remarks

Employed ☐ Yes ☐ No

Date of Employment

Job Title

Hourly Rate

Salary

Department

By

NAME AND TITLE

DATE

*This Application For Employment is sold for general use throughout the United States. Amsterdam Printing and Litho assumes no responsibility for the use of said form or any questions which, when asked by the employer of the job applicant, may violate State and/or Federal Law.*