

**TOWN OF BERLIN
PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION – SUMMER**

POSITION: **Facility Manager**
Supervisors: Aquatics Director
Superintendent of Recreation

POSITION OBJECTIVES AND PRIMARY RESPONSIBILITIES

1. Supervision of pool attendants.
2. Work with Assistant Director for safe operation of pool and overall facility.
3. Overall supervision of pool operations, other than lifeguard aspects.
4. Deal effectively and maintain positive relationships with the public and staff.

POSITIONS SUPERVISED:

1. Pool attendants

DUTIES:

1. Responsible for the supervision of pool attendants. Oversee receipt and record keeping of monies collected and daily attendance.
2. Assist with patrons entering the facility. Answer questions, handle issues non-water related. Contact Aquatics Director with any issues.
3. Check chemicals of pool at beginning of shift and every two hours after that and record in appropriate binder. Notify appropriate staff if there are issues.
4. Motivate the staff to achieve high levels of responsibility and positive actions, at all times.
5. Assist staff during an emergency, maintaining control and order.
6. Check maintenance and cleanliness of entire facility, report any issues or concerns to the Aquatic Director.
7. Communicate closely and freely with the Aquatics Director, Assistant Director, Head Guard and Superintendent of Recreation.
8. Enforce all rules pertaining to the facility. Adheres to all Department and Town policies.
9. Perform basic first aid, as needed.
10. Performs other duties as assigned by Aquatics Director or Superintendent of Recreation.
11. Must be available to work hours pools are open, including weekends

QUALIFICATIONS: 20 years of age or older preferred

TRAINING AND EXPERIENCE:

1. Current First Aid/ CPR/AED certificate, will provide training if hired
2. Considerable experience supervising personnel
3. Considerable experience working with the public
4. Must possess or obtain bloodborne pathogen training certificate. Department will provide training if hired
5. Must complete Sexual Harassment training, as required by the Town