

AN ORDINANCE ESTABLISHING ASSISTANT POOL MANAGER AS A SEASONAL WORK POSITION TO SUPPORT THE MANAGEMENT, OPERATION, AND MAINTENANCE OF THE MINERVA PARK SWIMMING POOL FOR THE VILLAGE OF MINERVA PARK, FRANKLIN COUNTY, STATE OF OHIO, AND DECLARING AN EMERGENCY

WHEREAS, the Village of Minerva Park operates a swimming pool during the summer swimming season; and

WHEREAS, an Assistant Pool Manager is needed as a seasonal worker for the management, operation, and maintenance of the Minerva Park Swimming Pool;

NOW, THEREFORE, be it resolved by the Council of the Village of Minerva Park, Franklin County, State of Ohio, that:

- Section 1. The position of Assistant Pool Manager is hereby established as a Seasonal Work position in the Village of Minerva Park to support the management, operation, and maintenance of the Minerva Park Swimming Pool.
- Section 2. A copy of the Assistant Pool Manager Job Description is marked Exhibit A and is made a part hereof as if fully rewritten herein. This description includes duties, responsibilities, qualifications, and approximate dates of employment for the Assistant Pool Manager position.
- Section 3. The Village Mayor, Clerk-Treasurer, and Solicitor are authorized to take further actions consistent with this ordinance that are needed to carry out the intentions of this ordinance for the management, operation, and maintenance of the Minerva Park Swimming Pool.
- Section 4. This ordinance is hereby declared to be an emergency measure necessary for the preservation of the public health, safety and welfare, such emergency arising from the necessity of establishing work positions prior to the 2007 pool season. This ordinance shall take effect and be in force from and after its passage.

First Reading: April 16, 2007  
 Second Reading: May 7, 2007  
 Third Reading: Withdrawn May 7, 2007  
 Passed:

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Lynn Eisentrout, Mayor, Village of Minerva Park

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Attest Suzanne Coulter, Clerk-Treasurer,  
 Village of Minerva Park

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Reviewed by Counsel

## Exhibit A to Ordinance 06-2007

Job Title: Assistant Pool Manager  
Position Type: Seasonal  
Appointment Dates: Approximately mid-May through Labor Day  
Supervisor: Reports to the Pool Manager

## Job Overview and Purpose

The Assistant Pool Manager employed by the Village of Minerva Park is responsible for the health, safety, and welfare of those using the Minerva Park Swimming Pool. The Assistant Pool Manager assists in planning and supervising the operation of a public swimming pool and managing the lifeguards, and office staff employed at the pool. The Assistant Pool Manager performs all duties of the Pool Manager in the Pool Manager's absence.

## Duties and Responsibilities

- supervises lifeguards and office staff
- assists in the maintenance and operation of the lighting, filtration, sanitation, and overall safety and cleanliness of the facility
- occasionally directs and supervises the collection of all fees, oversees the daily records of receipts and deposits
- maintains, analyzes and keeps pertinent records in respect to daily patron admissions, revenue, sanitary water conditions, accidents, rescues and assists, and first aid
- as required, assists in ongoing in service training for lifeguards, office staff
- develops, promotes and supervises a diversified aquatics program for all ages in accordance with community needs
- works with Village administration, social and community groups
- demonstrates continuous effort to improve operations, streamline work processes, and work to provide quality customer service

## Minimum Qualification

- age 18 or older and graduation from high school or GED equivalent; bachelor's degree preferred
- a minimum of six months full-time paid experience in supervising water recreational activities or two summers of progressive aquatics experience and supervision experience
- possession of current certifications in First Aid, CPR, Lifeguard Training, Water Safety Instructor

## Knowledge, Skills and Abilities Required

- excellent swimming skills
- skill in rescue techniques and procedures, first aid application and resuscitation
- ability to interact with the public in a professional and positive manner
- able to perform a broad range of supervisory responsibilities
- able to communicate effectively with co-workers and customers
- enforce pool rules and regulations
- act quickly and calmly in stressful situations and in emergencies
- maintain accurate financial records and submit necessary reports
- transport materials and supplies weighing up to 40 pounds
- See and hear in normal range with or without correction

## Working Conditions and Physical Effort Required

- work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises
- moderate physical activity; requires occasional handling and maneuvering of persons in excess of 100 pounds; requires transporting materials and supplies weighing up to 40 pounds
- work involves some exposure to hazards or physical risks associated with responding to aquatic emergencies or handling pool chemicals
- work hours may vary and will include evening and weekend hours in addition to normal business hours