



Town of Culbertson

THE TOWN OF CULBERTSON IS AN EQUAL OPPORTUNITY EMPLOYER

210 Broadway Ave. • P.O. Box 351
Culbertson, Montana 59218
(406) 787-5271

Position: Pool Manager

Department: Public Works

Supervisor: Mayor & Public Works Superintendent

Date: May 2025

SUMMARY OF WORK: Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs.

JOB CHARACTERISTICS:

Supervision Received: Mayor and/or Public Works Superintendent, as required.

Supervision Exercised: Supervises lifeguards, attendants, and instructors, as assigned.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes, if necessary. Prepares attendance, accident and routine accounting reports.

Coordinates staff in the development and implementation of aquatics programs, removal and replacement of pool cover nightly.

Directs the patrolling of the pool and the enforcement of safety rules and regulations.

Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, making arrangements for rental and use of the pool, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone or correspondence.

Prepares for publication a variety of calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Coordinates, schedules, and maintains related records and statistics for programs and personnel at the swimming pool. Coordinates special aquatics programs, registers participants, and collects fees, recapitulates daily receipts & returns and reports to the town office.

Promotes interest and provides information regarding aquatic programs to the general public.

Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards under the direction of the Public Works Superintendent.

Works as a lifeguard.

TOOLS AND EQUIPMENT USED:

Calculator, cash register, tablet/iPad, copy machine, phone, and automobile. Various hand tools used in the maintenance of swimming pool equipment, pool testing equipment, and phone.

Special Requirement: Lifeguard Certification. Water Safety Instructor certification may be required. Must have current CPR and First Aid certifications.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or control; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds with assistance and 50 pounds unassisted. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee generally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

EDUCATION AND EXPERIENCE:

Lifeguard training and Water Safety Instructor (WSI) Certificate mandatory for full time positions.

Training will be provided to ensure considerable knowledge of the equipment, facilities, operations, and techniques used in pool facilities management.

Skill in operation of listed tools and equipment; skill in First Aid and CPR.

Any equivalent combination of education and experience.

Ability to develop, coordinate and direct varied activities involved in a community recreation program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; ability to communicate effectively orally and in writing; ability to plan and supervise the work of paid staff and volunteers.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Demonstrates appropriate individual initiative.
- Performs duties with a minimum of direction and supervision.
- Adheres to safety practices and procedures.
- Maintains accurate and timely records.
- Deals tactfully with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, Supervisors and the public.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position and the employer may request them orally.

Employee: _____ Mayor: _____

Effective Date: _____