

## **Madelia Swimming Pool Manager**

### **City of Madelia – Madelia, Minnesota**

The City of Madelia is seeking a motivated and service-oriented individual to serve as **Swimming Pool Manager**. This position provides an opportunity to lead a seasonal public facility that plays an important role in community recreation and safety. This is a **hands-on supervisory role** requiring weekend and holiday work.

### **Department: Swimming Pool**

### **Reports To: Public Works Director**

### **Position Overview**

The Swimming Pool Manager oversees all daily operations of the City Swimming Pool, ensuring a safe, clean, and welcoming environment for patrons and staff. This role combines leadership, customer service, and active participation in pool operations. The ideal candidate is organized, communicative, and comfortable leading a team while working alongside staff.

### **Key Responsibilities**

Responsibilities include, but are not limited to:

- Plan, supervise, and actively participate in daily swimming pool operations
- Create employee work schedules, ensuring a manager or head lifeguard is on duty whenever the pool is open
- Assist City Hall staff with recruiting and hiring lifeguards
- Train, supervise, and mentor pool staff to ensure safety and service standards are met
- Conduct monthly staff training and safety meetings
- Monitor employee hours to ensure compliance with work limits
- Submit accurate timecards to City Hall by 9:00 a.m. the Monday prior to payday
- Perform daily chemical testing, analysis, and application
- Ensure all pool equipment is operating properly and safely
- Track attendance, balance cash drawer, and deliver daily receipts and monies to City Hall nightly.
- Maintain staff rotations and breaks

- Respond to and document first aid incidents and accidents
- Enforce pool rules, policies, and staff expectations
- Foster positive relationships with patrons and the community
- Maintain clear and professional documentation of incidents and disciplinary actions
- Maintain a clean, safe, and well-organized facility, including pool, restrooms, concession area, and surrounding grounds
- Schedule and coordinate special events held outside regular pool hours
- Secure all gates and doors at closing
- Perform janitorial duties and limited pool maintenance as needed
- Lead by example and promote a positive, team-oriented work environment
- Perform other related duties as assigned

### **Education and Experience**

- High school diploma or equivalent required
- General management or supervisory experience preferred
- Previous swimming pool or aquatic facility experience strongly preferred
- Current **Lifeguard Training Certification, CPR, and First Aid Certification** required

### **Age Requirement**

- Must be at least eighteen (18) years of age

### **Skills and Abilities**

- Strong leadership, organizational, and communication skills
- Ability to train, motivate, and supervise staff
- Excellent customer service and public relations skills
- Ability to handle concerns or conflicts professionally
- Ability to accurately handle cash transactions
- Ability to work effectively in a busy, public environment

### **Problem Solving and Decision Making**

- Addresses public questions and resolves customer concerns
- Make daily operational decisions related to scheduling, staffing, discipline, supplies, and prioritization of work

**Accountability**

- Responsible for limited departmental budget oversight
- Does not participate in the annual budget development process

**Supervision**

- Position is supervised by the Public Works Manager
- Job-related decisions are reviewed as needed

**Working Conditions**

- Physical and manual work required
- Exposure to outdoor weather conditions and pool chemicals

**Physical Requirements**

- Ability to lift, carry, push, and move heavy objects
- Ability to climb ladders and enter and exit the swimming pool
- Ability to communicate clearly in both verbal and written formats

**Application Information**

Applications and the full job description are available by contacting:

**City of Madelia**

18 Drew Ave NE

Madelia, MN

507-642-3245

[cityhall@madeliamn.com](mailto:cityhall@madeliamn.com)

**This position is open until filled.**

*The City of Madelia is an Equal Opportunity Employer.*