

**POSITION DESCRIPTION  
COUNTY OF DECATUR, INDIANA**

**POSITION:** Pool Manager  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** 12:00 p.m. – 6:00 p.m. M-S  
**JOB CATEGORY:** LTC (Labor, Trades, and Crafts)

**DATE WRITTEN:** November 2023  
**DATE REVISED:**

**STATUS:** Part-time Seasonal  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential functions of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Decatur County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Part-time – Seasonal Pool Manager for the Decatur County Parks and Recreation Department, responsible for managing the operations of the pool and supervising staff.

**DUTIES:**

Supervises and directs assigned staff, including providing performance evaluations, providing corrective instructions, and recommending terminations.

Ensures safety of patrons in park pool area, including preventing accidents and providing emergency first aid if necessary. Prepares written documentation and reports of incidents and accident, rescues, assists, and first aid, and completes forms as needed.

Monitors water taking water sampling test, and logs results as required.

Monitoring the performance of the staff engaged in lifeguarding and giving swimming lessons and addressing unacceptable practices as needed.

Maintains, analyzes, and submits records of daily admissions and revenue, sanitary water conditions such as chlorine and pH readings.

Prepares daily records of receipts, assists and monitors cashiers to maintain accurate financial records, and submits necessary reports.

Maintains inventory of supplies and concession items, and prepares requisitions as needed.

Oversees and staffs private pool parties.

Ensures all areas of pool including bathhouse and concessions are clean and orderly. Performs daily opening and closing of pool.

Maintains communications with Parks Department office.

Performs related duties as assigned.

### **I. SKILLS AND KNOWLEDGE:**

High school diploma or HSE required. Previous related work experience preferred.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a drug test, background check, and medical exam.

Possession of and/or ability to obtain lifeguard, CPR, and First Aid Training certifications.

Knowledge and ability to make practical application of Department policies and procedures and applicable OSHA safety policies and procedures. Ability to follow State health codes and regulations as required. Ability to use universal health and safety precautions in high-risk environments.

Knowledge or and ability to perform principles, practices, and applications of lifesaving and first aid techniques and equipment and ability to follow written first aid procedures and other safety guidelines properly.

Working knowledge of safety precautions and practices applicable to proper use of equipment and working with a variety of cleaning supplies and pool chemicals with ability to read and understand equipment manuals and label directions for correct mixing and use of cleaning supplies.

Working knowledge of office managerial skills, including balancing receipts, recordkeeping, maintaining personnel time records, and personnel management.

Working knowledge of facility equipment.

Working knowledge of operations, rules, regulations, and maintenance of swimming pools, health and safety standards and practices, related to the operation of public pools.

Ability to supervise and direct assigned staff, including providing performance evaluations, providing corrective instructions, and recommending terminations.

Ability to effectively perform essential functions of the position, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to provide public access to or maintain confidentiality of Department information and records according to state requirements.

Shall comply with all employer and Department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing with co-workers, other County departments, local and state Health Department, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate a cash register, handle cash, count, and perform simple arithmetic.

Ability to work alone with minimum supervision and with others in a team environment, and to work on several tasks at the same time.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to occasionally work extended hours and evenings and respond to emergencies from off duty.

## **II. RESPONSIBILITY:**

Incumbent's assignments are jointly set with supervisor, following standard operating procedures and policies. Must have supervisor's permission to deviate from standard operating procedures. Incumbent often uses personal judgment in cases of disciplinary problems, medical emergencies, special programs, and maintenance of facility, but follows procedural guidelines and reports serious problems or makes recommendations to supervisor. Work is reviewed to determine overall soundness of judgment and attainment of goals.

Incumbent reports directly to the Executive Director.

## **III. PHYSICAL EFFORT:**

Incumbent performs duties both in an office and swimming pool facilities, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying under 25 pounds, handling/grasping objects, bending, reaching, close/far vision, color/depth perception, speaking clearly, keyboarding, swimming, and hearing sounds/communication

## **IV. WORK CONDITIONS:**

Incumbent is exposed to varying weather conditions and maintains safety precautions at all times to ensure safety of swimmers and employees. Incumbent works with or near pool chemicals.

Incumbent is occasionally required to work extended hours and evenings and respond to emergencies from off duty.

*Decatur County is an Equal Employment Opportunity Employer*

**Posted: 4/17/2026**

**Removed: 5/8/2026**