



City of Livingston, Montana
City Pool Manager – Summer 2025 – Seasonal, Temporary

Job Description:

The Seasonal Pool Manager is responsible for the overall daily operations of the municipal swimming pool, associated aquatic programs, activities, employee training and supervision. This position will report to the Recreation Director. The Pool Manager will serve as the Manager-on-duty at the City of Livingston City Pool. This position will supervise approximately 12 part-time, seasonal pool attendants.

To apply, please send email/cover letter and resume via email to Human Resources at HR@LivingstonMontana.org Accepting applications through March 31, 2025. Screening and Interviews to begin mid-April 2025

Work Location: In person at the Livingston City Pool, 214 River Drive, Livingston, MT 59047

Job Type: Part-time; seasonal, up to 40 hours per week, Beginning early May through Late August. Shifts include days, evenings, weekends, and holidays.

Tentative Schedule:

The Seasonal Pool Manager schedule will be regularly scheduled up to 40 hours weekly, with the primary season being between Memorial Day (May) and end of August. Pools hours are normally 7:00 a.m. to 8:00 p.m. each day.

Rate of Pay: The compensation for this position is \$20.00 - \$24.00 per hour depending on years of prior lifeguard and Certified Pool Operator experience.

Qualifications:

KNOWLEDGE, SKILLS AND ABILITIES:

- Upon hire, become a Certified Pool Operator by taking the certification courses which provide individuals with the basic knowledge, techniques, and skills of pool operations, including plant equipment, and administration of chemicals. This certification is employer paid if not already certified.
- Lifeguard, CPR, First Aid, and AED certified or become certified upon hire.
- Understanding of and ability to administer light pool mechanical repairs.
- Knowledge of appropriate supervisory techniques and ability to supervise and direct the work of others.
- Ability to effectively and clearly communicate verbally and in writing.
- Ability to work independently, solve complex problems, and troubleshoot both facility and personnel concerns while maintain positive relationships with employees and patrons.
- Ability to efficiently schedule employees, scheduled events, and pool facilities.

Essential Functions

- Coordinates the training for all summer pool employees to be trained as a Certified Pool Operator (CPO) (funded by the employer).
- Schedules lifeguard training courses and water safety instruction, and directly conducts in-service training activities.
- Regularly supervises and evaluates City of Livingston City Pool employees in a consistent and professional manner.
- Possess lifeguard rescue skills, patron surveillance ability, injury prevention awareness and facility safety recognition.

- Ability to effectively use whistles, flags, megaphones, telephones, and two-way radios.
- Ensures safe and proper operation of the pool complex by conducting daily cleaning, routine inspections and initiating repairs and/or maintenance in partnership with the City of Livingston Parks Department.
- Promotes community safety through effective prevention and emergency response by lifeguards.
- Conducts regular safety and emergency training with employees throughout the season.
- Prepares work schedules and assigns personnel to duty stations, observes pool attendance, and adds or shifts lifeguards to ensure proper coverage.
- Provides input for consideration of changes or modifications in aquatic policies, procedures, and programs.
- Oversees and monitors the pool water quality by conducting routine tests and works with the Parks Department to take appropriate action to balance pool chemicals.
- Keeps open communication with the patrons of the pool and employees throughout their shift by walking the deck, interacting with patrons, and engaging with employees.
- Maintains and/or creates documents related to pool operations and programming: employee work schedule; pool party schedule; pool passes; operational reports; safety reports; water quality inspections; pool manuals; swim lesson participant database; lifeguard testing and certification; pool signage; attendance records.
- Provides written reports on all incidents, injuries, and pool rescues.
- Ability to work well under pressure.
- Ability to communicate effectively with co-workers, other city agencies, and the general public.
- High attention to detail with accuracy.
- Strong customer service skills and ability to handle complex customer calls.
- Ability to have familiarity with all municipally run youth and adult sports.
- Ability to multitask and work with frequent interruptions.
- Performs other related duties as assigned including the work of seasonal pool employees as needed.

Requirements:

- High school diploma or GED.
- Prior experience in Lifeguarding, recreation and/or facilities management. One to two years of experience preferred.
- At least one year of prior supervisory experience.

OR

- Equivalent combination of education and experience.

AND

- Knowledge and understanding of the principles, practices, and application of lifeguarding, lifesaving and first aid techniques.
- Must possess or be willing to obtain with the help of the employer prior to the summer season opening:
 - Lifeguard Training (LGT) Certification to include being able to swim proficiently.
 - CPR/AED and First Aid Certification
 - Water Safety / Swim Instruction Certifications
- Must pass background checks.

Physical Requirements and Working Conditions:

This work is considered light-to-medium in nature and involves walking or standing virtually all of the time. This work involves exerting between 20 to 50 pounds of force or lifting on a regular basis. Work regularly requires speaking or hearing and use of hands and/or fingers to carry, lift, handle, or feel, reaching with hands and arms, pushing or pulling, lifting, and repetitive motions. Work requires frequent standing, walking, stooping, kneeling, crouching, sitting, and crawling. Work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.

This work has exposure to environmental conditions and is primarily performed outside. These conditions may include bright or dim light and sunlight, wet and/or humid conditions, dust, pollen, smoke and other outdoor air situations. This position also involves exposure to pool chemicals during pool water testing.

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