

RECORD OF ORDINANCES

BEAR GRAPHICS 800-325-8094 FORM NO. 30043

#2020-15

April 23rd

20

Ordinance No. _____ Passed _____, 20_____

AN ORDINANCE TO CREATE THE POSITION OF SEASONAL POOL MANAGER

WHEREAS, the duties described below fall outside of the realm of any existing job description; and

WHEREAS, the required duties are key elements in pool operation

NOW, THEREFORE, be it ordained by the Council of the Village of Sabina, County of Clinton, State of Ohio by 2/3 or more of all members in concurrence that;

Section 1. The position of Pool Manager shall be created as a part time seasonal position. The position shall be financed from pool revenue funds.

Section 2. The majority of the Pool Manager’s responsibilities will take place at the pool. The Pool will oversee daily operations for and the staff of the pool. Responsibilities shall include:

- 1. Enforcing the Pool Rules
- 2. Balancing daily register
- 3. Logging Pool operating regulations
- 4. Cleaning all facilities
- 5. Scheduling events and private parties
- 6. Dealing with customer complaints
- 7. Ensuring lifeguards are complying to rules and regulations
- 8. Keeping track of maximum patrons per lifeguard ratio
- 9. Working closely with Pool Coordinator on low supplies
- 10. Dealing with employee issues
- 11. Notifying Pool Coordinator and/or Mayor of complaints
- 12. Maintaining safe environment for patrons and lifeguards
- 13. Scheduling Swim Lessons
- 14. Teaching Swim Lessons
- 15. Keeping Lifeguards hydrated during high heat days
- 16. Relaying ideas for profitable decisions
- 17. Sweeping and Shocking pool when necessary
- 18. Notifying patrons when there is closings due to weather or low attendance
- 19. Scheduling staff in-services for monthly trainings
- 20. Maintaining a positive environment
- 21. Keeping records of timesheets and turning them in on time.

Section 3. This position shall report directly to the Pool Coordinator and/or Mayor and shall coordinate repairs, testing, and other similar items with the Village Administrator. Hourly pay shall be at a rate determined by Council each season. This position shall be seasonal.

Section 4. This ordinance shall take effect after passage, at the first date allowed by law.

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#2020-15 **April 23rd** **20**
Ordinance No. _____ *Passed* _____, 20____

First Read: March 12th, 2020

Second Read: April 9th, 2020

Third Read: April 23rd, 2020

ATTEST:


Nancy Cornell, Fiscal Officer

APPROVED BY:


Peggy Sloan, Council President


James Mongold, Mayor