



JOB DESCRIPTION

POOL MANAGER/ASSISTANT POOL MANAGER WALDWICK MUNICIPAL POOL

DATE: 2026

DEPARTMENT: Parks & Recreation

REPORTS TO: Business Administrator

STATUS: F/T Seasonal

HRS/WK: Varies, up to 40 hours per week

SCHEDULE: Varies; weather conditions may affect minimum hours per week

1. SUMMARY

Responsibilities include, but are not limited to, enforcing policies and procedures that ensure the efficient and effective operation of pool facilities, including personnel management and training. Duties involve all aspects of swimming pool operations, including first aid, staff rotations, scheduling, public relations, janitorial duties, and limited pool maintenance such as daily chemical analysis and testing, pool cleaning, and cleaning of bathrooms and any other duties as necessary or required.

This employee must have excellent organizational, communication, and public relations skills. This is a working supervisory position requiring weekend and holiday work.

2. SUPERVISORY RESPONSIBILITIES

Responsible for supervising Assistant Pool Managers, Head Lifeguards, Lifeguards and Front Desk when at the pool facility.

3. WORKING CONDITIONS

Work is performed at the Waldwick Municipal Pool in an outdoor environment and may include exposure to heat, cold, wet, or humid conditions. Must be able to work weekends and holidays.

4. ESSENTIAL FUNCTIONS

- Must always dressed in proper staff attire.
 - Check work schedules before each shift to ensure adequate staffing; contact any absent or tardy staff.
 - Interface with patrons regarding concerns, problems, or other issues, providing input and feedback as needed.
 - Perform chemical analysis and application every two hours while on duty.
 - Assist with setup and breakdown for facility rentals.
 - Report hours, days, and times worked for all directly supervised employees.
 - Ensure staff are properly trained in their assigned duties.
 - Track pool attendance and balance cash drawers; review daily cash-out logs and address issues with front desk staff.
 - Ensure proper operating condition of all equipment.
 - Administer basic first aid in non-emergency situations.
 - Oversee Head Lifeguard rotations and staff breaks.
 - Take initiative during emergencies or unsafe situations.
 - Report on unsafe conditions that cannot be corrected to the Borough Administrator.
 - Assist staff with cleaning bathrooms and emptying trash receptacles during opening, closing, and peak hours when guards are needed on stand.
 - Enforce all Waldwick Municipal Pool rules and regulations for staff and public.
 - Maintain positive public relations at the swimming pool.
 - Document and report all disciplinary issues and incidents to the Borough Administrator within 24 hours via email; reports must be clear and concise.
 - Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of facility.
 - Set a positive example for all staff.
 - Inform the Borough Administrator when supplies are needed or equipment requires repair.
 - Ensure all gates and doors are secured at closing time, and clear of pool patrons.
 - Perform other duties as deemed necessary by the Borough Administrator.
-

5. KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water rescue methods and techniques.
- Knowledge and ability to administer first aid, CPR, and use of an AED.
- Knowledge of surveillance methods to recognize and prevent injuries in aquatic environments.
- Knowledge of water rescue equipment and ability to maintain it.
- Ability to enforce swimming regulations.
- Ability to remain calm during water rescue operations.
- Ability to interact positively with the public.
- Ability to remain alert with no lapses in attention.
- Ability to project voice over long distances.
- Ability to hear and recognize distress signals in a pool environment.
- Ability to read, write, speak, and communicate effectively in English.
- Ability to follow directions.
- Ability to work in outdoor weather conditions including heat, cold, wet, or humid environments.
- Ability to maintain effective working relationships with coworkers, supervisors, officials, and the public.

6. EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Licensing/Certifications:

Must hold current CPR, AED, and First Aid certifications recognized by the State of New Jersey Department of Health & Senior Services. Certified Pool Director and Certified Pool Operator required or willing to obtain. Certified Lifeguard preferred.

Experience:

Minimum of one (1) year of management experience in a pool setting required.

Special Requirements:

- Must be at least 21 years of age.
- Required to attend a pre-season meeting with the Business Administrator.
- Required to meet with Business Administrator prior to pool opening.
- Must pass a background check.

Physical Requirements:

Must be able to perform physical tasks including lifting, carrying, or moving objects up to 50 pounds. Must be able to climb in and out of pools and up and down ladders.

Salary:

Commensurate with experience.

Equal Opportunity Employer

Borough of Waldwick
63 Franklin Turnpike
Waldwick, NJ 07463

[Click here to fill out the Employment Application](#)

All applications should be submitted to info@waldwicknj.gov