

**City of Truth or Consequences  
Human Resources Office**

**PH: (575) 894-6673  
EXT: 314**

**505 Sims Street  
Truth or Consequences, NM 87901**

**FAX (575) 894-0363  
www.torcnm.org**

## **JOB ADVERTISEMENT**

### **POOL SUPERVISOR**

The City of Truth or Consequences has an opening for the position of **POOL SUPERVISOR** at the **MUNICIPAL POOL**.

**See Job Description in Human Resources Office for full requirements and representatives duties.**

Pay rate commensurate with qualifications and experience, plus benefits

Application and Job Description are available from the City's Human Resources Office, 505 Sims Street, T or C., NM, 87901, tel#575-894-6673 ext. 314 Fax #575-894-0363.

**Deadline for applications to be returned to City's HR Office is Until Filled E.O.E.**

**PUBLISH:** February 27, 2025 and each Thursday until filled – Sentinel

<b>POSTED:</b>	City's Website	(02/28/2025 – Until Filled)
	Workforce	(02/28/2025 – Until Filled)
	Indeed.com	(02/28/2025 – Until Filled)

## City of Truth or Consequences

### Human Resources Office

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505 Sims Street

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Truth or Consequences, NM 87901

## POSITION DESCRIPTION

**Class Title: TEMPORARY POOL SUPERVISOR**

**Department: Municipal Pool**

**Division: Community Services**

**Status: Classified**

### **GENERAL PURPOSE:**

Organize and manage City's Municipal Pool Activities. The pool supervisor position directs the performance of swimming pool employees to assure the effective enforcement of regulations and the protection of life. This position is responsible for maintaining a reasonable state of discipline and behavior on the part of swimmers at the Pool. Work is subject to review through visual inspections by the City Manager, or his designee, who generally visits the pool several times weekly. Individuals may be required to work additional hours as directed by City Manager. To include cashier duties as needed.

### **SUPERVISION RECEIVED:**

Works under the direct supervision of the City Manager, or his designee.

### **SUPERVISION GIVEN:**

Supervises and manages all full-time and seasonal employees at the Municipal Pool and is responsible for the overall motivation, direction, coordination, and evaluation of this unit.

Directs the Pool employee hiring process; develops and updates job descriptions; develops performance expectations; identifies essential functions of the positions and the knowledge, skills and abilities required; responds to questions and ensures the completion of background checks; assigns work shifts and work schedules two weeks in advance, when possible.

Manages employees and evaluates team performance; provides opportunities for the adequate training of employees; coaches, counsels, and motivates employees for exceptionalism; investigates complaints or subordinate performance concerns; recognizes exceptional or below average employee performance and implements disciplinary action as needed in consultation with the City Manager, his designee, and Human Resources.

Provides leadership by example and through consistent management of the Municipal Pool; make decisions; solves problems; develops departmental procedures; maintains required records/files; conducts regular staff meetings and represents the Municipal Pool during internal and external meetings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Ensure that Pool is open and operating on time each day for public use.
- Supervise pool personnel in carrying out their duties.
- Supervise lifeguards, ensure that they are qualified, certified, and properly dressed.

- Orient new lifeguards to job duties and responsibilities and ensures that all lifeguards are current on their training and certifications.
- Prepares Performance Evaluations for Probationary Employees and Performance Goals for Non-Probationary Employees.
- Schedule lifeguards to ensure that adequate coverage of pool areas are maintained during operating hours. Fills in for lifeguards as necessary.
- Responsible for following City procurement procedures in obtaining price quotes as needed for requisitions to place orders and maintain supplies and equipment for efficient division operation.
- May assist in preparing of annual budget and tool, equipment, and merchandise inventories.
- May be required to attend regular Parks and Recreation Board meetings and report recommendations and direction to the City Manager or his designee.
- May assist in teaching swimming techniques.
- Maintain locker rooms and restrooms in clean and safe condition.
- Responsible for maintaining pool and safety equipment.
- Ensure that all safety procedures are observed.
- Administers First Aid to cuts and other injuries suffered by bathers and administers CPR, when necessary.
- Provide quality customer service to the patrons at the pool.
- Responsible for the overall safety of employees and patrons of the swimming pool.
- Enforce health and safety rules and maintain emergency readiness.
- Observe all state and local laws and regulations regarding Public Swimming Pool operations.
- Test pool water every four (4) hours and log results on log sheet.
- Assist in sweeping, mopping, and picking up of wastepaper and trash in the pool area and buildings.
- Assist in working behind counter, checking baskets and valuables.
- Ensure pool rescue equipment, benches, and other movable equipment are kept in proper area.
- Adhere to and train all pool personnel in the operation of the pool cash register and city cash handling policy.
- Obtain and verify cash in cash register.
- Receive and record each cash transaction for pool admission and seasonal passes.
- Receive and record each seasonal pass usage for pool pass.
- Manually reconcile RECAP, having cash and cash register tape and/or calculator tape in balance with pool admissions and pool seasonal passes.
- Make daily deposit within 24 hours after EOD.
- May be required to work weekends and Holidays.
- Perform other related duties as assigned.
- Must be able to perform all duties independently, until staff is hired for season.
- Set work schedule for lifeguard/ cashiers with approval of the City Manager or his designee.
- Required to keep a written log to ensure all pool personnel are in compliance with city required safety hours.
- Perform additional duties and responsibilities as necessary or assigned by the City Manager.

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of all employees assigned to this job.

**MINIMUM QUALIFICATIONS:**

## **EDUCATION AND EXPERIENCE:**

- High school diploma or GED equivalent.
- Minimum two (2) years of supervisory experience.
- Valid Lifeguard Certification.
- First Aid Course, Cardiopulmonary Resuscitation (CPR) certification.
  - (Certification must be current)

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to recognize emergencies, and to take appropriate action.
- Knowledge of principles and methods of public swimming pool operations.
- Knowledge of state and local laws relating to the operation of a municipal swimming pool.
- Knowledge, skills and ability to apply cardiopulmonary resuscitation and first aid.
- Knowledge, ability in team leadership and management and supervisory skills.
- Effective verbal and listening communication skills.
- Computer skills to include the ability to operate spreadsheets.
- Ability to establish and maintain effective working relationships with the public and with other personnel.

## **REQUIREMENTS/ CERTIFICATION/ LICENSE:**

- Must possess and maintain a valid New Mexico Driver's License.
- Must successfully pass pre-employment drug screening
- Must possess and maintain certifications of: American Red Cross First Aid and American Red Cross or American Heart Association Cardiopulmonary Resuscitation (C.P.R.), or equivalent.
- Must obtain a CPO license within six (6) months.
- Ability to obtain Lifeguard/First Aid/CPR Instructor certification within nine (9) months of hire.
- Must be able to obtain and maintain Pool and/or Lifeguard Management training, as required by policy.
- Must be able to obtain Water Safety Instructor Trainer certification within (9) months of hire

## **EQUIPMENT, TOOLS & MATERIALS:**

- Utilize telephone, copy machine, fax machine, computer and word processing equipment, calculator, and cash register.
- Usual office supplies/materials and chemicals used to accomplish the duties outlined above.

## **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to swim, walk, sit and speak or listen. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.
- The employee must occasionally lift and/or move over 100 pounds, with assistance of other employees.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function

While performing the duties of this job, the employee mainly works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually moderately loud in the pool area.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

This Position Description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.