

Pool Manager – Larned Municipal Swimming Pool

The City of Larned is seeking a motivated and customer-focused Pool Manager to lead daily operations at the Larned Municipal Swimming Pool. This working-manager position is responsible for overseeing pool operations, supervising staff, ensuring compliance with health and safety regulations, and delivering a clean, safe, and welcoming environment for all patrons. The Pool Manager will coordinate schedules, manage records, oversee facility security, track incidents, and assist in preparing the pool budget while maintaining strong public relations with families, swimmers, and the community. Weekend and holiday availability is required.

This role is ideal for a strong leader who enjoys working with people and taking ownership of a highly visible community facility. The Pool Manager trains, schedules, and supervises lifeguards and staff, conducts safety meetings, handles customer concerns, and sets a positive example in professionalism and service. Candidates must have CPR and First Aid certification, with lifeguard and pool operator certifications preferred. If you take pride in teamwork, safety, and creating a great summer experience for the community, this is an excellent opportunity to make a meaningful impact.

Individuals interested in applying need to complete and submit an application (available on www.cityoflarned.org), along with three references, to the City of Larned, 417 Broadway, Larned, Kansas 67550 Attn: City Manager, or email the information to beilts@cityoflarned.com by February 15, 2026. A Job Description is available upon request.



Job Description

Job Title: Pool Manager

Department: Pool

FLSA Status: Non-Exempt

Work Status: Full-time

KPERS: No

City Manager Approved Date: 01/15/2026

Job Status: Seasonal

Location: Larned Municipal Pool

General Overview of Position and Responsibilities: Under the general supervision of the City Manager, this non-exempt position is responsible for overseeing the daily operations at the City municipal pool. This includes but is not limited to personnel management, scheduling, recordkeeping and creating a clean and welcoming experience at the swimming pool facility. This working management position ensures the facility operates safely, efficiently and in compliance with all relevant health, safety and operation standards. This position requires strong organizational, communication and leadership skills, with the ability to manage daily operations, supervise and train staff and foster positive relationships with the public.

Supervisory Responsibilities: Yes

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Oversee daily pool operations, including opening and closing procedures as well as public relations.
- Enforce all pool rules, policies and safety regulations to ensure a safe environment for patrons and staff.
- Ensure proper operating conditions of all equipment and promptly report maintenance issues to designated city personnel.
- Maintain attendance records, balance daily cash balance and turn in at City Hall.
- Track and document first aid incidents, disciplinary actions, accidents and safety concerns, reporting them to the City Manager.
- Assist the Finance Director in preparation of the pool budget.
- Schedule and supervise pool events outside of regular operating hours.
- Lock all gates and secure the facility at closing.
- Prepare employee work schedules, ensuring appropriate staffing and managerial coverage at all times.

- Ensure hourly employees do not exceed 40 hours per week with prior approval from City Hall.
- Collect and submit timecards to the Finance Director by Monday mornings of payroll week.
- Conduct safety meetings and provide ongoing training and supervision for all staff.
- Maintain lifeguard rotations, staff breaks and coverage.
- Address and document staff performance issues, providing guidance and discipline as necessary.
- Set a positive example for staff in conduct, customer service and work ethic.
- Maintain positive and professional relationships with patrons, staff and community members.
- Handle customer inquiries, concerns and complaints effectively and diplomatically.
- Promote a clean, friendly and inclusive environment for the community.
- Attend Pool Committee meetings, City Council meetings and City safety meetings when requested.

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

- Delegate janitorial duties to staff including restroom cleaning, trash collection and general facility upkeep.
- Participate in problem solving relating to patron issues, scheduling and operation concerns
- Perform other duties as necessary or assigned.

Preferred Education and/or Experience: High School diploma, knowledge in pool management operations, leadership

Certificates, Licenses, Registrations:

- CPR certification (required)
- First Aid certification (required)
- Lifeguarding certification (preferred)
- Pool Operator certification (preferred)

Physical Demands: The physical demands described here are representative of those that must be met by 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 regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must frequently lift and/or move up to 50 pounds. Occasional lifting over 50 pounds may be required. This job requires average agility and dexterity. This job does require extended periods outdoors in varying weather conditions including extreme heat, humidity and sun exposure.