

RECORD OF RESOLUTIONS

#1184

March 9, 2023

BEAR GRAPHICS 800-325-8094 FORM NO. 30045

A RESOLUTION AUTHORIZING THE MAYOR TO HIRE A SEASONAL POOL MANAGER

Resolution No. \_\_\_\_\_ Passed \_\_\_\_\_, 20\_\_\_\_\_

WHEREAS the Village of Sabina owns and operates a pool for the benefit of the public;

WHEREAS the pool requires a manager to manage the daily operations of the facilities;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Village of Sabina, Clinton County, Ohio two-thirds or more of the members of the council elected thereto concurring that:

Section 1: The position of Pool Manager is a part time, seasonal position and financed from pool revenue funds.

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

- A. Hiring additional staff for the other part-time, seasonal positions such as lifeguards, concessions, and assistant manager
- B. Enforcing the Pool Rules
- C. Balancing daily register
- D. Logging Pool operating regulations
- E. Cleaning all facilities
- F. Scheduling events and private parties
- G. Dealing with customer complaints
- H. Ensuring all staff comply with the relevant rules and regulations
- I. Tracking the patron to lifeguard ratio is in compliance with the rules and regulations
- J. Handling employee issues
- K. Communicating employee and customer issues to the mayor
- L. Maintaining a safe environment for all staff and patrons
- M. Scheduling and teaching swim lessons
- N. Sweeping and shocking the pool as needed
- O. Notifying patrons of hazardous weather and weather-related closings
- P. Scheduling in-service days for monthly training
- Q. Keeping records of timesheets and turning them in on time.
- R. Schedule and regulate chemical deliveries
- S. Organizing Inventory Checks
- T. Any other duties and responsibilities required for the safe and profitable operation of the pool as requested by the Mayor and Village Council

Section 3: The position shall report directly to the Mayor and shall coordinate repairs, testing, and other related items with the Village Administrator and/or Assistant Village Administrator.

Section 4: The wage rate for this position shall be \$13.50 an hour

1<sup>ST</sup> Read: February 9, 2023

2<sup>nd</sup> Read: February 23, 2023

3<sup>rd</sup> Read: March 9, 2023

Attest:

Chastity D. Pinkerton  
Chastity Pinkerton, Fiscal Officer

Approved By:

Abraham Arnold, President of Council

Benjamin F. Collings, Mayor