1025 P Street
P.O. Box 687, Gering, NE 69341
www.gering.org

SEASONAL – Job Posting

Job Title: **Pool Manager**

Department: **Pool**

Starting Pay: **$20.50/hour**

Position Duration: **Mid-May – August**

Application Deadline: Open Until Filled

Job Description: Attached

An Equal Opportunity Employer, Only U.S. citizens and aliens authorized to work in the United States will be hired and all employees are required to complete a verification form.

Join the City of Gering as Pool Manager and take the lead in creating a safe, organized, and welcoming aquatic experience for our community. We are seeking a dependable and mature individual who is comfortable supervising staff, consistently enforcing pool rules and cleaning schedules, and ensuring that safety and operational standards are upheld. The Pool Manager plays an important leadership role by setting expectations, supporting staff, and creating a positive, respectful environment for both employees and patrons. This position is ideal for someone who leads with confidence, communicates clearly, and takes pride in maintaining a well-run facility.

Application packets are available online at https://www.gering.org/careers or at City Hall.

To Apply: please submit your application and cover letter via email or in person.

City of Gering
Attn: Shannon Goss
1025 P Street / P.O. Box 687
Gering, NE 69341
Phone: 308-436-6848
sgoss@gering.org

For those who live here today and those who will come – Pioneers Welcome!

JOB DESCRIPTION

Title: Pool Manager
Department: Pool
Reports to: Director of Parks & Recreation
Pay Grade: Seasonal 8
Date Adopted:
Previous Revision Date: March 2025
Last Revision Date: February 2026

Type: ☐ Full Time ☐ Part Time ☒ Seasonal
FLSA: ☐ Exempt Salary ☒ Non-Exempt Hourly
Union: ☐ Yes ☒ No
Safety Sensitive: ☒ Yes ☐ No

Job Summary:

This is seasonal supervisory work responsible for the functions and operations of the City swimming pool. The Pool Manager is responsible for training and supervising staff, enforcing pool rules, maintaining safety standards, and ensuring the smooth operation of the aquatic facility.

Essential Functions:

- Supervise daily operations and staff, including training, motivating, and evaluating team members.
- Plan and coordinate swim lessons and private pool parties.
- Ensure pool safety by monitoring staff, enforcing rules, and maintaining water quality and filtration systems.
- Develop work schedules, standardize procedures, and oversee staff performance to maintain quality and efficiency.
- Handle administrative tasks, such as answering phones, responding to inquiries, collecting fees, and maintaining records and reports.
- Promote aquatics programs to the public to encourage participation.
- Support staff relationships, resolve issues, and assist team members with duties as needed.

Qualifications:

1. **Education and Experience:**
   - High school diploma or GED.
   - Two years of recreation or management experience preferred.
   - An equivalent combination of education and experience.
   - Advantageous: some college coursework in recreation or sports management, business administration, or related fields.

2. **Necessary Knowledge and Skills:**
   - Ability to remain calm and effective in emergency situations.
   - Knowledge of the equipment, facilities, operations, and techniques.
   - Skilled in First Aid and CPR.
   - Build and maintain positive relationships with staff, supervisors, participants, and the public.
   - Ability to communicate effectively orally and in writing.
   - Plan and supervise the work schedule for staff.
   - Knowledge in swimming pool DE filtration systems.

3. **Special Requirements:**
    - Possess valid First Aid/CPR/AED certification, or ability to obtain within 30 days.
    - Possess a valid Pool Operator's Certification or obtain certification within 30 days of hire. Employer will provide training and cover certification costs.
    - Minimum age requirement of 19.
    - Lifeguard Certification and prior experience as lifeguard or assistant manager preferred.
    - Valid NE Driver's License.

Tools & Equipment Used:

- Computer, including word processing software.
- iPad, calculator, cash register, copy machine, phone, and radio.
- Power washer, pool vacuum, water testing kits, chemical testing equipment.
- Skimmers, nets, brushes, and other pool maintenance tools.
- Pool chemicals and chemical dispensing system.

Physical Demands:

The physical demands outlined here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Manual dexterity required for operating various equipment.
- Regularly required to swim, walk, sit, reach, talk, and hear.
- Occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl.
- Occasionally lift and/or move up to 50 pounds.
- Vision abilities: Close, distant, color, peripheral, depth, and ability to adjust focus.

Work Environment:

- Work is primarily performed outdoors in an aquatic facility setting.
- Exposure to varying weather conditions, including heat, humidity, and sunlight.
- Occasional exposure to pool chemicals and cleaning agents.
- Noise levels may be moderate to loud.

Supervisory Responsibility: Supervises lifeguards, cashiers, and others as assigned.

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved:

Pat Heath *02/25/2026*

City Administrator **Date**

Seasonal Application Instructions

Please read and understand these statements before signing your job application.

1. **Complete Application:** You must complete the job application in its entirety. References to "see resume" are not sufficient, please do not leave any area blank, use N/A if not applicable. The application will be used for the initial review to select applicants for interviews.
2. **Truthful Information:** The information provided in this job application must be true. False or misrepresented information will result in the rejection of your application or termination of employment if discovered after hiring.
3. **Authorization to Verify Information:** By signing this application, you authorize the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided.
4. **Waiver of Claims:** You waive all rights and claims against the City of Gering for seeking and using this information to evaluate your application.
5. **Position-Specific Application:** This application is only for the position you are currently applying for. If you wish to apply for another position, even if it is the same classification, you must complete and submit a new application.

CITY OF GERING APPLICATION FOR EMPLOYMENT

Prospective employees will receive consideration without discrimination based on creed, color, sex, age, national origin, handicap, veteran status, sexual orientation, or any condition prescribed by state or local law.

Last Name _____ First Name _____ Middle _____ Date _____

Street Address (physical & mailing address) _____ Contact Number _____

City _____ State _____ Zip Code _____ Email Address _____

Have you ever applied for employment with us?

☐ Yes ☐ No If yes, dates: _____ Date available to begin work: _____

Position desired: _____ Pay expected: _____

Where did you hear about this position? _____

What work schedule are you interested in?

☐ Full Time ☐ Part-Time ☐ Seasonal ☐ Overtime (if requested)

Are you legally eligible for employment in the United States? ☐ Yes ☐ No

Are you over the age of 18? ☐ Yes ☐ No

Membership in professional and civic organization (Exclude those that may disclose your race, color, religion, age or National origin.)

Other special training or skills (languages, machine operation, etc.), special accomplishment or awards.

School	Name of School	Location of School	Course of Study	Did you Graduate	Years Completed	Degree or Diploma
High School						
Business/Trade/ Technical School						
College/University						
Graduate School						

Military Service: Did you serve in the U.S. Armed Forces? ☐ Yes ☐ No

Describe any training received relevant to the position for which you are applying:

EMPLOYMENT HISTORY:

Please give accurate, complete, full-time and part-time employment records. Start with your present or most recent.

We may contact the employers listed below unless you indicate those you do not want us to contact.

Company Name _____

Address _____

Supervisor' s Name _____

Job Title _____

Describe your work _____

Reason for leaving _____

Telephone _____

Starting Pay _____

Ending Pay _____

Employment Dates:

From: _____

To: _____

Company Name _____

Address _____

Supervisor' s Name _____

Job Title _____

Describe your work _____

Reason for leaving _____

Telephone _____

Starting Pay _____

Ending Pay _____

Employment Dates:

From: _____

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Company Name _____

Address _____

Supervisor's Name _____

Job Title _____

Describe your work _____

Reason for leaving _____

Telephone _____

Starting Pay _____

Ending Pay _____

Employment Dates:

From: _____

To: _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

REFERENCES: ALL 3 references should be completed.

Name	Years Known	Telephone	Nature of Relationship

APPLICANT ACKNOWLEDGMENT AND AUTHORIZATION:

I certify that the information provided in this application is true and complete. I understand that any false, incomplete, or misleading information may result in the rejection of my application or, if discovered after employment, immediate termination.

I authorize the employer to verify my information with previous employers, educational institutions, and other relevant parties. I waive any claims against the employer or its representatives for requesting, receiving, or using this information in evaluating my employment application.

I acknowledge that this application will remain active for 30 days. If I wish to be considered for future employment after this period, I must submit a new application.

I understand that this application does not constitute an employment contract. If hired, my employment may be terminated at any time, with or without cause or notice, unless otherwise required by law. I also understand that only an executive officer of the employer may enter into a written employment agreement that modifies these terms.

By signing below, I acknowledge and accept these terms and conditions.

Signature _____ Date _____

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:
1025 P Street, Gering, NE 69341
sgoss@gering.org
308-436-6848