



Pool Manager

Bellarmino College Preparatory, a Jesuit secondary school, has been educating young "men for and with others" in the tradition of St. Ignatius Loyola, founder of the Society of Jesus, since 1851.

The Pool Manager is responsible for the pool's operations and maintenance including but not limited to enforcing policies and procedures while ensuring efficient and effective operations of the pool facilities, daily chemical analysis/testing, and pool cleaning. Working at Bellarmine Preparatory requires a commitment to the mission and values of the school,

Bellarmino complies with the American with Disabilities Act (ADA) and considers reasonable accommodations that may be necessary to perform the essential functions of the job.

Responsibilities:

- Maintain complete and accurate pool records and oversee and manage the pool budget
 - Advise administration on pool equipment additions/replacements
 - Provide input to budgeting process
- Enforce changes deemed necessary in a prompt manner as requested by County Health Department
- Manage and maintain pool water chemistry and temperature within applicable County and State guidelines
- Oversee and/or perform the regular maintenance and repair of pool operating systems and filters
- Together with the maintenance staff, maintain a safe and clean pool area including deck, storage area, and bleachers
- Maintain inventory of all pool equipment and ensure it is kept in an orderly, efficient manner
- Responsible for covering pool each night or delegating responsibility to appropriate coach depending on use schedule
- Prepare pool for daily use for curricular classes
- Orient all coaches in proper use of facility, equipment, and accepted policies for pool use
- Collaborate with the Athletic Director and coaches to schedule and prepare Pool facility usage
- Meet regularly with Director of Facilities to review issues related to pool use and operation

Minimum Qualifications:

- High School Diploma or General Education Development (GED) certificate
- Two years of demonstrated experience in a similar position
- Strong organizational skills
- Strong written and communication skills, including the ability to express oneself clearly and concisely
- Ability to successfully interact with internal and external constituents
- Self-directed with proven ability to assume responsibility, work independently, and move work/projects to completion with minimal supervision
- Ability to prioritize and complete tasks/assignments/projects/ within established time frames, including the ability to stay focused and manage multiple projects/activities simultaneously
- Ability to perform the job safely with respect to others, property, and individual safety

Physical Requirements:

- Ability to lift up to 50 pounds, using proper lifting techniques
- Ability to sit, stand, and/or safely move around the campus as needed
- Ability to stoop, walk, bend, twist, use hands to finger, reach with hands and arms, and climb a ladder (or other similar stepping aide) as needed

- Ability to use a keyboard (or an alternative input device) and other office equipment
- Ability to read information in printed material and on a computer screen

General Information:

- Part-time (5-10 hours/week throughout the school year)
- Non-exempt
- Not eligible for benefits

To Apply Online: Please complete the *Bellarmino Staff/Non-Faculty Application Form* located on our [employment web page](#) under Employment Applications and send along with a resume and cover letter to hr@bcp.org and indicate “Pool Manager” in the subject line of the email.

To Send By Mail: Bellarmine College Preparatory
Attn: Human Resources
960 West Hedding Street
San Jose, CA 95126

Bellarmino College Preparatory is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, sex, pregnancy, childbirth, marital status, age, national origin, ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, veteran status, gender, gender identity, genetic information or any other category protected under federal or local law. *As a Catholic, Jesuit school, Bellarmine may preserve its state and federal protections as a religious institution and may grant more favorable consideration to Roman Catholic applicants.
