

Chapter-3

Manual-2

Powers and Duties of Officers and Employees

POWERS OF THE MANAGER AT SWIMMING POOL

Administrative Powers

1. To appoint casual labours in case of absence of sweepers / labours.
2. Grant of leave, increments to the staff working under concerned swimming pool subject to audit.
3. Settlement of final claim of the staff retired due to superannuation, death, resign etc.

Financial Powers

1. Authorized to sanction bills up to Rs.1000
2. Authorized to sign adjustment bills of different departments such as ware charges bill, property tax bill, electricity bill etc.
3. Purchase of required items for maintenance and smooth working of swimming pool, from local market whenever necessity arises.

DUTIES OF THE MANAGER AT SWIMMING POOL

1. To supervise the work of staff at the pool.
2. To regulate the number of beginners and swimmers during the peak season.
3. To frame the budget and the establishment schedule of the pool.
4. To attend to the complaints and suggestions of the members of the pools.
5. To arrange various swimming competitions ,long distance sea race and water polo matches etc.
6. To attend the meetings of the M.S.A.A.A., B.G.M.A.A.A. and other swimming bodies whenever invited.
7. To attend to the galas etc. arranged by other swimming pools whenever the members of the swimming pool are participating in them, to see that their interest is guarded.
8. To accompany the members of the pool, whenever they go out for swimming competitions.
9. To attend to any other work as per the instructions of superiors.

Duty Hours- 8

DUTIES OF ASSISTANT MANAGER AT SWIMMING POOL

1. Supervision of the works of the clerks and the other staff.
2. Checking attendance of the staff at odd hours, i.e. surprise checking.
3. To take rounds in the pool to check the work and attendance of the labour staff particularly, the attendants, sweepers etc.
4. To attend to complaints received from the members of the pool and dispose them off in absence of Manager.
5. To check the correctness of the receipts issued to the parties and accounts received from them.
6. To check the amount received by way of sale of tickets to members guests, casual swimmers and visitors.
7. To help the Manager in organizing Aquatic Sports and yearly Aquatic Competitions.
8. To attend to any other work as per the instructions of superiors.
9. To look after the work in absence of Manager.

Duty Hours- 8

DUTIES OF ACCOUNTS CLERK AT SWIMMING POOL

1. To receive fees for membership with admissions forms and to issue passes.
2. To receive fees and to issue passes.
3. To write membership register with full particulars of the members such as age, address etc.
4. To file application for membership in separate files to be maintained alphabetically.
5. To maintain record up to date.
6. To receive money for reservation of the pool and for other Municipal dues.
7. To register the bills with necessary endorsements of certificates and allocations.
8. To calculate leave and leave salary whenever necessary.
9. To put up increment statements.
10. To maintain stationary register and to put up indents to M.M.P. and other stationary contractors.
11. To attend to typing works.

12. To mark admission forms alphabetically for filling.
13. To maintain postage account.
14. To help Manager in organizing Aquatic Sports and yearly functions.
15. To attend any other contingent work assigned by Assistant Manager or Manager or Supervisor.

Duty Hours- 7

DUTIES OF ESTABLISHMENT CLERK AT SWIMMING POOL

1. To attend outdoor work regarding Establishment.
2. To prepare pay sheets (monthly and S.P.S.'s) with accompaniments such as recovery statements, leave and establishment changes etc.
3. To maintain leave and service records of the employees.
4. To submit revenue returns.
5. To submit deposit returns.
6. To attend C.A.'s office to reconcile tabulation figures with C.A.'s book.
7. To put up increments certificates.
8. To enter daily dispatch in the dispatch book and sent it(through the Peon and check if this work is done by the Peon or not).
9. To maintain register of stock of membership receipt books, receipt books and general receipt books.
10. To maintain tabulation register.
11. To maintain P.F. register.
12. To maintain Store register.
13. To put up indent on C.A. and M.M.P. for clothing and other articles.
14. To prepare 6 monthly statements of Income and Expenditure.
15. To watch grants, to put up transfer of grant statements, adjustment memo.
16. To attend any other contingent work assigned by Assistant Manager or Manager or Supervisor.

Duty Hours- 8

DUTIES OF CHIEF COACH AT SWIMMING POOL

1. To supervise over the work of Swimming Instructor.
2. To give advance training to the competitors.
3. To attend various competitions and meetings organized by M.S.A.A.A. in Greater Mumbai and outside Greater Mumbai.
4. To work as a Life Guard.
5. To help the Manager for conducting swimming competitions of the pool.
6. To attend any other work as per the instructions of superiors.

Duty Hours- 7

DUTIES OF FILTER SUPERVISOR AT SWIMMING POOL

1. Solely responsible for upkeep and maintenance of machinery of Swimming pool and for loss and damage thereof.
2. Daily scumming, cleanliness, polishing and lubricating machinery articles.
3. To maintain quality of water in the pool and get samples of water from different levels to be checked by different authority.
4. Cleaning the pool, i.e. sweeping and brushing at regular intervals.
5. Maintain water levels in pools and filtration tanks.
6. Any other work concerning operation, maintenance etc. in respect of swimming pool assigned by Manager.
7. To attend any other work as per the instructions of superiors.

Duty Hours- 8

DUTIES OF SWIMMING INSTRUCTOR AT SWIMMING POOL

1. To give instructions to the beginner members.
2. To teach various strokes to the members.
3. To work as life guard.
4. To take preventive action against the members who spit or play mischief in the water.
5. Not to allow the people near the pool with sleepers.
6. Not to allow the members to enter in the water without taking bath.
7. To attend any other work as per the instructions of superiors.

Duty Hours- 7

DUTIES OF SWIMMING INSTRUCTOR(FEMALE) [PART-TIME]AT SWIMMING POOL

1. To give instructions to the beginner members.
2. To teach various strokes to the members.
3. To work as life guard.
4. To take preventive action against the members who spit or play mischief in the water.
5. Not to allow the people near the pool with sleepers.
6. Not to allow the members to enter in the water without taking bath.
7. To attend any other work as per the instructions of superiors.

Duty Hours- 2

DUTIES OF MEDICAL OFFICER AT SWIMMING POOL

1. To examine, the applicant before giving membership.
2. To re-examine members in case of suspect.
3. To keep all equipment and medicine of First Aid in condition.
4. To attend in case of emergency/accident etc.
5. To give first aid treatment, if any one is injured.
6. To attend any other work as per the instructions of superiors..

Duty Hours- 2

DUTIES OF ELECTRICIAN AT SWIMMING POOL

1. To maintain all electrical appliances.
2. To assist Filter Supervisor for operating filter plant, Chlorination plant etc.
3. To supervise over the work of laborers of the filter plant.
4. To attend any other work as per the instructions of superiors..

Duty Hours- 8

DUTIES OF ATTENDANT AT SWIMMING POOL

1. To guide new members (beginners).
2. To keep watch at dressing room, bath room, locker site and miscreants.
3. To keep control over entry of guest and visitors of members.
4. To check Identity Cards of members before their entry at pool and to record in the register.
5. To attend any other work as per the instructions of superiors.

Duty Hours- 8

DUTIES OF PEON AT SWIMMING POOL

1. To help the attendant whenever necessary and directed by superiors.
2. To attend any other work as per the instructions of superiors.
3. To attend the dispatch and out door work.
4. To assist the superiors in Administration work.
5. To maintain and keep the files and records up to date.

Duty Hours- 9

DUTIES OF LIFE GUARD AT SWIMMING POOL

1. To give proper instructions to beginner.
2. To help the members who are injured require medical help.
3. To attend all duties of swimming instructors in his absence.
4. To take preventive action against the member who try to enter the pool without shower.
5. To take preventive steps against the members who spit or play mischief in the pool while swimming or otherwise.
6. Not to allow the people near the pool with shoe or sleeper etc.
7. To attend any other work as per the instructions of superiors.

Duty Hours- 7

DUTIES OF MAID SERVANT AT SWIMMING POOL

1. To sweep and clean the office room, Manager's room and Medical Officer's room.
2. To check the unauthorized entry in ladies session in ladies changing room.

3. To assist the swimming instructors, Attendants, in respect of observance of rules .
4. To attend to the complaints of lady members, if any.
5. To help swimming instructors (lady) for removing the lady members from water, after ladies session is over.
6. To check changing rooms shower baths etc. after the ladies session is over.
7. To attend to the duties of peon, whenever is necessary.
8. To attend any other work assigned by the superiors.

Duty Hours- 8

DUTIES OF SWEEPER-CUM-HALALKHOR / SWEEPER AT SWIMMING POOL

1. Sweeping of swimming pool premises, surrounding area of swimming pool, spectators gallery.
2. Sweeping and cleaning of dressing rooms, W. C's lavatories, competitor's room, swimming instructor's room, office W.C. etc.
3. Sweeping and cleaning of staff quarters.
4. Cleaning channels around the swimming pool.
5. Cleaning main hall, staircase spectator's gallery and surrounding area of the swimming pool.
6. To attend any other work as per the instructions of superiors.

Duty Hours- 8

DUTIES OF MALI AT SWIMMING POOL

1. Maintenance of Garden.
2. To attend any other work as per the instructions of superiors.

Duty Hours- 8

DUTIES OF LABOURERS AT SWIMMING POOL

1. To help in carrying out back washing of filter plant, to operate pressure pump.
2. To carry out greasing and replacement of packing of the filter plant machine, pump and valves.
3. To help in operating pumps.
4. To help in carrying out minor repairs of the filter machine.
5. To help in operating chlorine machine.
6. To replace chlorine cylinder.
7. To help in bringing chlorine bottles from concerned department.
8. To help the Electrician in his work.
9. To attend any other work as per the instructions of superiors.

Duty Hours- 8