

# Assistant Aquatics Manager

DEPT:	Leisure Services	FLSA:	Non-Exempt
DIV:	Recreation	EEOC:	Para-Professional
DATE:	July 2016		



## POSITION SUMMARY

Performs a variety of **routine supervisory duties** as needed to assure the day-to-day operations and services of the city swimming pool. Performs as a shift leader and assumes responsibility for the facility in the absence of the Aquatics Manager.

## SUPERVISION RECEIVED

Works under the general supervision of the Legacy Center Aquatics Manager.

## SUPERVISION EXERCISED

Provides close to general supervision to Instructor(s), Lifeguard(s), Cashier(s) and contract staff and seasonal personnel.

## ESSENTIAL FUNCTIONS

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; recruits and trains employees and volunteers; conducts interviews and makes hiring recommendations.

Coordinates daily work activities; organizes, assigns, monitors, inspects, and evaluates staff work and provides technical expertise.

Ensure compliance with all applicable laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures, monitors work environment and use of safety equipment to ensure safety of employees and patrons, corrects any problems or violations.

Coordinates programs and activities. Develops and administers new/existing programs and assists in marketing such as flyers, press releases, posters, etc. Evaluates programs and implements new programs that meet the needs of the patrons and the community. Coordinates special events.

Assists in development and implementation of facility policies and procedures. Assist in the design, implementation and review of aquatic facility emergency/crisis management procedures.

Perform administrative tasks; develop pool usage forms; develop work schedules to ensure adequate coverage during normal operations and special events; monitor attendance and maintain records.

Oversees training and certification of staff members, conducts staff training and ensures current and valid certification of aquatic staff and maintains staff certification records. Assists in overseeing pool maintenance activities; monitors chemical levels in pools; conducts water analysis and balances pool water, performs backwashing of filters; coordinates general maintenance of facility.

Compiles/monitors statistical data pertaining to pool usage. Coordinates master pool schedule; coordinates program hours and open pool hours. Conducts quality surveys of aquatic center and recommendations for following year.

Monitors inventory of department equipment, chemicals and supplies; ensures availability of adequate material to conduct work activities; initiates orders for new or replacement materials.

Prepares and completes various forms, reports, correspondence, performance evaluations, training reports/records, purchase orders, budget documents, statistical data, aquatic reports, surveys, class registration forms, progress reports, pool chemistry logs, policies, procedures, charts, or other documents.

Operates personal computer, general office equipment, and pool chlorination system, pool cleaning/vacuum equipment, recreational equipment, safety equipment or other equipment as necessary to complete essential functions.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school;

AND

B. Three (3) years of experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

**Some knowledge** of common pool management practices and procedures; state and federal regulations governing facility and pool operations; climate control systems; swimming pool structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations; of basic office equipment; interpersonal communication skills.

**Ability to** establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing, to perform basic mathematical computations.

3. Special Qualifications:

Must possess Water Safety instructor, Lifeguard, or swim coach certifications.

Must possess Red Cross certifications in water safety instruction, lifeguard training instruction, first aid and CPR.

Must be a Certified Pool Operator (CPO).

Must be 18 years of age.

4. Work Environment:

Incumbent of the position performs in a climate controlled environment. OSHA related hazards may be encountered under controlled conditions. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_

(Employee)