

Aquatics Manager

DEPT: Leisure Services	FLSA: Exempt
DIV: Recreation	EEOC: Professionals
DATE: July 2016	



POSITION SUMMARY

Performs a variety of **general administrative, managerial and first-line supervisory** duties as needed to organize and coordinate the day-to-day maintenance and services of the Legacy Center, Aquatic Center and Community Outdoor Swimming Complex.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Director.

SUPERVISION EXERCISED

Provides close to general supervision to Assistant Aquatics Supervisor, Water Safety Instructor(s), Head Lifeguard(s), Lifeguard(s), and Outdoor Pool Cashier(s), maintenance and contract staff and personnel. As a Recreation Manager, provides general supervision to other Legacy Center staff.

ESSENTIAL FUNCTIONS

Responsible for the daily operation of all of the aquatics facilities, including but not limited to, staffing according to state laws; maintaining water balance of each pool in accordance with Utah State Health Code requirements; maintain a clean safe environment for guests and staff, correct any and all unsafe conditions; determines need for facility closures; keep daily records as required by state code including daily safety checklists, water balance tests, maintenance checklists, chemicals used;

Plans, develops and implements swimming and recreation facility programs and services; establishes family activities, club and special events; coordinates the scheduling of competitive teams; creates schedules for swimming instruction for all age groups; develops services and programs to assist community groups, schools, boy scouts etc.

Recommends and implements facility policies and procedures related to patron use, fees, safety, etc.; implements management control plans as needed to minimize risk and liability; monitors compliance.

Coordinates the hiring process; monitors and evaluates employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts in-service training; ensures proper certifications for staff; conducts regular meetings; coordinates participation in off-site training as needed to assure technical competency of instructors; makes decisions affecting job retention, advancement and discipline.

Serves as a liaison to the community for the Legacy Center Manager; prepares and delivers reports as needed to advise the Legacy Center Manager of projections and results; recommends operating hours for aquatics; reviews complaints, problems and concerns expressed by the public and makes recommendations accordingly; analyzes circumstances and issues and develops alternative solutions; initiates action to create change as needed.

Prepares outdoor swimming pool complex yearly budget and assists in preparation of annual budget for the Legacy Aquatic center; assures conformance to established fiscal program pertaining to facility and personnel needs; monitors department expenditures.

Maintains proper inventory of office and operation supplies (i.e. first aide, water quality control, custodial, equipment, etc.).

Maintains record of all income and expenditures; monitors proper handling of cash receipts; records work hours, submits time sheets and distributes payroll; develops and prepares reports as needed to apprise city management of facility status and accomplishments; maintains petty cash funds; manages daily revenues and prepares deposits.

Oversees facility renovation projects; directs general facility maintenance; monitors water temperatures and chemical balances, takes water samples; may make minor equipment adjustments to assure proper temperature and chemical standards.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in recreation management, physical education or related field;

AND

B. Five (5) years' experience in the management of an aquatics facility;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of the philosophy and objectives of community recreation programming; the rules and regulations of a variety of aquatics and recreational activities; equipment, facilities, operations and techniques used in a comprehensive community recreation program; modern office management practices and procedures; basic accounting and bookkeeping; state and federal regulations governing facility and pool operations; climate control systems; aquatics structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations; **some knowledge** of basic office equipment.

Ability to develop, organize and implement various aquatic programs, establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing.

3. Special Qualifications:

Current Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO); current CPR, First Aid and Oxygen Certification; desirable to have or be willing to obtain a lifeguard training certification and WSI certification. Background and drug testing required.

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.

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)