



## **CITY OF WOODLAND PARK JOB DESCRIPTION**

Title: **AQUATICS MANAGER**

Department: **PARKS AND RECREATION**

Grade: **9**

**CORE VALUES:** Customer Service, Integrity, Stewardship, Team Building, Respect, Loyalty, Trust

### **SUMMARY:**

This position will manage and oversee all operations of the Woodland Aquatic Center. The manager will perform a variety of general administrative and supervisory duties needed to organize and coordinate the day-to-day operations, maintenance and administration of the facility. The Aquatic Manager will have thorough knowledge of operation and maintenance of pumps, motors and other swimming pool equipment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Oversee aquatic operations, programs and rentals of the aquatic facility.
2. Oversee the maintenance of the pools and water slide to include chemistry, climate control, cleanliness, and related maintenance.
3. Ensure that all appropriate water, environmental, health and safety standards are maintained; ensure pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.
4. Oversee and coordinate the recruitment, interviewing, hiring, training, certification, and performance of aquatic staff; supervise the day-to-day activities of staff.
5. Schedule staff. Ensure the appropriate numbers of lifeguards are present, paying close attention to shifts, ensuring adequate staff to maintain overall safety of the patrons.
6. Participate in and teach aquatic and safety certification training sessions, as necessary.
7. Teach various aquatic programs, as necessary.
8. Design, develop, implement and track a variety of multi-generational aquatics programs, leisure activities and special events. Oversee and participate in activities.
9. Represent the WAC at various community and/or business meetings, committees, and task forces; promote existing and new programs and/or policies.
10. Responsible for setting an example of positive customer service and ensuring professionalism in the work place.
11. Coordinate the scheduling of competitive teams, school programming, rehabilitation programs and other community groups. Research, identify and coordinate use of facility with Recreation staff.
12. Conduct surveys to determine needs and desires of the public related to programming, hours of operations and new and innovative ideas.
13. Develop promotional and marketing strategies.

14. Develop and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies.
15. Participate in the development of the annual operating budget. Monitor and comply with the annual aquatic budget.
16. Prepare statistical reports on a monthly basis. Prepare data and narrative for inclusion in monthly and annual reports.
17. Performs miscellaneous job-related duties as assigned.

### **DESIRED MINIMUM QUALIFICATIONS:**

#### Education and Experience:

1. Bachelor's degree in Recreation, Physical Education or related field preferred; or Four years of increasingly responsible experience in recreation services including two years in a supervisory or leadership role in the operation and maintenance of an indoor aquatics facility.
2. Certified Pool Operator or Aquatic Facility Operator Certification or the ability to obtain the certification within the first six months of employment.
3. First Aid and CPR certifications.
4. American Red Cross Water Safety Instructor (WSI), Lifeguard Training Instructor (LGI), Water Park Instructor and First Aid and CPR Instructor or the ability to obtain certifications within first six months of employment.

#### Necessary Knowledge, Skills and Abilities:

1. Knowledge of supplies, equipment, and/or services ordering and inventory control.
2. Ability to gather data, compile information, prepare reports and maintain records.
3. Ability to make administrative/procedural decisions and judgments. Ability to work independently.
4. Skill in the use of personal computers and related software applications.
5. Skills in program planning and development.
6. Strong leadership and organization skills.
7. Ability to supervise, train and certify employees, to include organizing, prioritizing, and scheduling work assignments.
8. Ability to conduct multiple tasks concurrently.
9. Ability to communicate effectively, both orally and in writing.
10. Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
11. Knowledge of customer service standards and procedures.
12. Ability to read, understand, follow, and enforce safety procedures.
13. Knowledge of contract documents and specifications.
14. Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
15. Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools.
16. Knowledge of the principles and practices of operating a large, multi-pool aquatic facility.
17. Knowledge of certification standards.
18. Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.

19. Ability and willingness to work flexible and additional work hours as needed, including evenings, weekends and holidays.

**REQUIRED KNOWLEDGE AND SKILLS:**

- A. Valid Colorado driver's license with acceptable driving record for the past three years.
- B. Excellent communication skills and positive attitude.

**SUPERVISION RECEIVED:**

Works under the direct supervision of the Parks and Recreation Director.

**SUPERVISION EXERCISED:**

Supervises all aquatic areas.

**SPECIAL REQUIREMENTS:**

Serve as "on call person" for emergencies or facility/rental problems that may arise from time to time.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 70 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mainly indoors and involves personal contacts with the general public. The work environment is in and around water and slippery surfaces with exposure to noise, fumes and hazardous chemicals. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is often noisy and loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to 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.