

JOB DESCRIPTION

Aquatic Park Manager

General Purpose:

Performs administrative, supervisory and professional work in the operation and maintenance of an aquatic park and in coordinating various aquatics programs. Performs any and all other duties that may be required for the proper functioning of the aquatic park.

Supervision Received:

Works under the general supervision of the City Administrator.

Supervision Exercised:

Supervises lifeguards, instructors, concession staff, maintenance staff and volunteers as assigned.

Essential Duties and Responsibilities:

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, committees, civic groups and the general public.

Must have ability to work with the public and possess excellent public relations skills. Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations. Directs the patrolling of the pool and the enforcement of safety rules and regulations.

Establishes and maintains concession stand inventory control in order to ensure menu items are in stock and also to keep waste to a minimum.

Ensures that concession staff is adequately trained in safe food handling practices with the Colorado Department of Public Health and Environment.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts duties based on errors and complaints.

Assists in hiring qualified lifeguards and concession stand employees.

Prepares attendance, accident and routine accounting reports.

Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.

Coordinates staff in the development and implementation of aquatics programs.

Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, making arrangements for rental and use of pool, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public to promote optimum pool usage.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the aquatic park.

Oversees the maintenance of the swimming pool. Must have working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool water chemistry. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons.

Peripheral Duties:

Works as a lifeguard as needed.

Works in the concession stand as needed.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

Desired Minimum Qualifications:

Education and Experience:

- A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
- B) Two years recreation experience including community center programming; or
- C) an equivalent combination of education and experience.

Necessary knowledge, skills and abilities:

- A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- B) Skill in operation of listed tools and equipment; skill in first aid and CPR.
- C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- D) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- E) Ability to communicate effectively orally and in writing.
- F) Ability to plan and supervise the work of paid staff and volunteers.

Tools and Equipment:

Personal computer, including point-of-sale, word processing and spreadsheet software, calculator, telephone, automobile, various sports equipment used in fitness programs and swimming pools.

Special Requirements:

Pool Operator's certification – desired but not required.

First Aid and CPR Certification.

Lifeguard Certification.

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 essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or listen. Manual dexterity is occasionally required to operate objects, tools, or controls; employee is occasionally required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color 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 essential functions.

While performing the duties of this job, the employee occasionally works in inclement weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.