

POSITION DESCRIPTION

POSITION TITLE: Aquatic Manager
DEPARTMENT: Parks and Recreation
DIVISION: Aquatics, Recreation
RETIREMENT: KPERS
FLSA: Non-Exempt
EFFECTIVE DATE: March 27, 2025

GENERAL PURPOSE

Performs skilled and routine work overseeing aquatics programs and personnel, to include instruction and supervision of swim programs, ensures safety of pool patrons, maintenance tasks in pool and locker area and supervision of pool staff.

SUPERVISION RECEIVED

Works under the general supervision of the Recreation Program Supervisor-Aquatics.

SUPERVISION EXERCISED

Directly supervises aquatic personnel (lifeguards, instructors, seasonal employees, volunteers) and operations at Riverfront Community Center pool and Wollman Aquatic Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed).

- Instructs Aquatics classes for all ages, to include group and private lesson programs.
- Monitors and records the use of the aquatic facilities and enforces safety rules and policies.
- Assigns duties, establishes work schedules and directly supervises all aquatic facility staff/volunteers.
- Monitors hours worked and approves submission of timesheets for all aquatics staff.
- Hires, trains and evaluates aquatic personnel and seasonal employees. Conducts in-service trainings.
- Arranges for lifeguard training class(es) and other miscellaneous training and completes all paperwork for the classes.
- Prepares aquatic programs and class schedules. Maintains records and statistics for aquatic programs.
- Coordinates aquatic services with outside agencies and organizations, i.e., swim team, daycares, etc.
- Trains staff in the proper use of chemicals and hazardous materials. Oversees testing and documentation of water tests.
- Performs minor inspections and repairs on pool facilities and property as required.
- Assists with special events, as assigned.
- Maintains and monitors pool record keeping, filtration system and water chemistry through periodic testing, recording and adjusting as needed to maintain standards. Monitors HVAC system.
- Performs, directs and supervises general maintenance of aquatic facilities including vacuuming, cleaning decks, gutters, windows, restrooms, locker areas, and other assigned duties.
- Develops, maintains and monitors all maintenance record keeping.
- Supervises staff and operations for seasonal opening, closing and annual maintenance of aquatic facilities.
- Researches and orders supplies, as needed, for operations and programs.
- Responds to public inquiries about aquatic programs through communication via phone, e-mail, correspondence, or public meeting attendance.
- Performs a variety of miscellaneous duties such as securing supplies for activities, developing and conducting classes and events, selling tickets, collecting fees, assisting with set up for events and classes, other administrative duties, etc.

- Must be available to communicate with subordinates, supervisors, customers, vendors and any other persons or organizations with which interaction is required to accomplish work and employer goals. This may be during regular business or after-hours.
- Assists the Recreation Program Supervisor-Aquatics as needed.
- Performs other duties as assigned.

PERIPHERAL DUTIES

- Works with special events.
- Works with swim team, as assigned.

MINIMUM REQUIREMENTS

Education, Experience and License/Certification:

- Graduation from high school or equivalent.
- Be at least nineteen (19) years of age.
- Possess a current CPR-PR, 1st Aid, Lifeguard Certificate at time of appointment, with the ability to obtain an American Red Cross Lifeguard Certification, if not already, within 6 months of hire.
- American Red Cross Water Safety Instructor Certificate at time of appointment.
- American Red Cross Lifeguard Instructor Certificate, or must obtain within 6 months of employment.
- Two (2) years' experience in an aquatics facility, or two full seasons in aquatics facility.
- One year experience supervising staff, programs, and operations, or one full season of supervision in aquatics facility.
- Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.
- AFO (Aquatic Facility Operator) or CPO (Certified Pool Operator) certification or must obtain within one (1) year of employment.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program; Working knowledge of American Red Cross Learning Center.
- General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electrical motors, etc.
- Knowledge of, and the ability to implement, trends and practices in aquatics facility management, and community needs and interests.
- Working knowledge of computers and electronic data processing in a Windows-based environment such as Microsoft Word, Excel, Outlook and other MS Office software; Working knowledge of social media platforms and ability to utilize these platforms for aquatic functions and personnel communication and management.
- Skill in operation of listed tools and equipment; Skill in 1st Aid and CPR for the Professional Rescuer.
- Skill in forward thinking and ability to identify problems or issues, collect data and analyze situations and develop effective solutions, resolve complex problems and gain cooperation among interested groups; Skill in use of timekeeping systems and timely submission of records.
- Ability to plan, organize, direct, lead and troubleshoot daily operations, services and safety of public aquatics program and its facilities; Ability to interpret and analyze program, regulatory and management information; Ability to ensure compliance with local, state and federal health and safety regulations; Ability to prepare and present clear and concise aquatics programs plans and reports.
- Ability to effectively assist in teaching swimming lessons; Ability to effectively enforce safety and health regulations relating to an aquatics program; Ability to develop and implement Emergency Action Plans; Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public. Ability to communicate effectively both verbally and

in writing; Ability to handle stressful situations and effectively deal with difficult or angry people; Ability to react quickly and calmly under emergency conditions.

- Ability to maintain flexible work hours spread over days and times of pool operations.

DESIRABLE QUALIFICATIONS

- B.S. in Recreation or related field.
- One year experience in instruction of American Red Cross Swim Lessons.
- Three or more years Aquatics experience including lifeguarding and swimming instruction or coaching.
- Certified as a Water Safety Instructor Trainer.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; pool vacuum, automatic pool chemical controllers, handicap swim lift, water play features; phone; Personal computer with word processing, spreadsheet and data base software; printer; copy machine; and scanner.

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 frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision; distance vision; peripheral 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.

While performing the duties of this job, the employee will work outside and inside. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet in the office, and moderately loud in the pool area.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview, final selection, background investigation, reference check and post-offer medical examination to include a drug screen.

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 position 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.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date