

CITY OF MOORE

Job Description

Aquatic Manager Seasonal Part-time

Job Code: 6906
Exempt: No
Department: Parks and Recreation
Reports To: Aquatics and Fitness Coordinator
Location: The Station at Central Park
Date Prepared: December 16, 2016
Date Revised: March 2, 2020

GENERAL DESCRIPTION OF POSITION

The Aquatic Manager is responsible for assisting with overseeing the aquatics facility as well as assisting with the management of all lifeguard staff, aquatic cashiers, providing clerical work and data/time entry, helping with creating staff schedules, providing a constant vigil over patrons participating in assigned areas, rendering first aid, assisting the Aquatics and Fitness Coordinator in a variety of functions when assigned, helping with instructing Lifeguard Training classes, assisting in the coordination and management of event staff, maintaining competitive equipment and performing maintenance and custodial duties. Will assist in the training and will perform other similar or related duties as necessary and required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist the Aquatics and Fitness Coordinator in providing direction and training to lifeguard staff.
2. Assist the Aquatics and Fitness Coordinator in coordinating, promoting, implementing, and evaluating a variety of aquatic activities.
3. Assist in lifeguarding responsibilities if needed.
4. Assist with management of aquatic cashier office and cashier staff.
5. Assess community needs and help develop a corresponding program of aquatic activities and events; help organize and implement StarGuard or equivalent swim instruction program; assist as needed in preparing and submitting pertinent records to the organization.
6. Ensure pool, pool complex and concession area are in compliance with relevant health and safety regulations; ensure that pumps and related mechanical devices are in good working order; maintain written log of daily chemical-level checks.
7. Help coordinate the maintenance of pool facilities.
8. Help schedule working hours for pool and pool complex staff.

9. Participate in meetings to discuss and evaluate program techniques and content.
10. Perform aquatic rescues, safety interventions, and spinal injury management when necessary.
11. Routinely inspecting diving boards structures, pool, deck areas and dressing rooms.
12. Provide good customer service and communication.
13. Responsible for cash handling for the following: open swim, swim passes, swim lessons.
14. Answer telephone for facility and distribute information regarding swim programs.
15. Use Activenet for selling passes, enrolling patrons in swim programs and reports.
16. Enter in and keep track of data analysis reports.
17. Assist public and staff members in emergency situations.
18. May work concessions at the Aquatics Center during peak periods of concession area.
19. Work flexible hours including weekends, evenings, holidays as needed and special events.
20. Perform any other related duties as required or assigned.

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Under immediate supervision, performs general assignments of work, with periodic check of performance by supervisor.

PLANNING

Limited responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work operations.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved, but would also affect the work operations of other employees and/or clientele to a slight degree.

MENTAL DEMAND

Moderate mental demand. Operations requiring almost continuous attention, but work is sufficiently repetitive that a habit cycle is formed; operations requiring intermittent directed thinking to determine or select materials, equipment or operations where variable sequences may be selected by the employee.

ANALYTICAL ABILITY / PROBLEM SOLVING

Moderately repetitive. Activities with slight variation using a definite set of processes or directions with some degree of supervision. Choice of learned things in situations which conform to clearly established patterns and modes.

SUPERVISORY RESPONSIBILITIES

No supervision.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$5,000 to \$150,000.

ACCURACY

Probable errors of internal and external scope would have a moderate effect on the operational efficiency of the organizational component concerned. Errors might possibly go undetected for a considerable period of time, thereby creating an inaccurate picture of an existing situation. Could cause further errors, losses, or embarrassment to the organization. The possibility for error is always present due to requirements of the job.

ACCOUNTABILITY

FREEDOM TO ACT

Standardized. Accepted processes covered by well-defined standardized policies and procedures with supervisory review.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, and savings from new techniques or reduction in manpower.

None. Job does not create any dollar monetary impact for the organization.

IMPACT ON END RESULTS

Modest impact. Job has some impact on the organizations end results, but still from an indirect level. Provides assistance and support services that facilitates decision making by others.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Occasional use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

WORKING CONDITIONS

Outside working environment, wherein there are disagreeable working conditions part of the time.

ENVIRONMENTAL CONDITIONS

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

While performing the functions of this job, the employee is regularly exposed to outdoor weather conditions; frequently exposed to toxic or caustic chemicals; and .The noise level in the work environment is usually loud.

PHYSICAL ACTIVITIES

The following physical activities 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 and expectations.

Semi-repetitive, low physical. Semi-repetitive type work which requires periods of concentration for varied time cycles as prescribed by the tasks.

While performing the functions of this job, the employee is regularly required to stand, sit, talk or hear; frequently required to use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl; and occasionally required to walk, climb or balance. The employee must occasionally lift and/or move up to 25 pounds; frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

ADDITIONAL INFORMATION

Ability to:

- Maintain effective audio-visual discernment and perception needed for: making observations, communicating with others, reading and writing, operating assigned equipment
- Maintain effective mental capacity which permits: making sound decisions, using good judgment, utilizing other intellectual capabilities

- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: sitting for extended periods of time, engaging in a life-saving act
- Coordinate, organize and implement pool activities and events
- Perform mathematical calculations
- Perform accurate searches of outstanding bills or other amounts owed in assigned area
- Communicate clearly and concisely, both orally and in writing
- Respond to requests and inquiries from the general public
- Establish and maintain effective working relationships with those contacted in the course of work

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Previous lifeguard experience preferred

Age and Education Requirements:

Applicant must be at least 16 (sixteen) years of age by the first date of employment AND be enrolled in high school (home school included) OR have earned a high school diploma or equivalent (such as a GED).

License or Certificate:

Must have current StarGuard certification, American Red Cross Lifeguard certification or YMCA Lifeguard certification; WSI; C.P.O; C.P.R. for the Professional Rescuer certification and Community First Aid and Safety certification or equivalent required within one month of hire date.

WORKING CONDITIONS

Environmental Conditions:

Involves close work with the public in a sometimes highly populated environment with people of many ages; Poolside environment in which you must be vigilant of activities to ensure the safety of all patrons. Involves moderate risks and discomforts typical of such places as outdoor aquatic facilities and associated pumps, motors, filters and chemicals; primary work environment is outdoors during summer months. Special safety precautions are required and protective clothing and/or gear may be required.

Physical Conditions:

Essential and other important responsibilities and duties require maintaining physical condition necessary for standing and sitting for prolonged periods of time; manual dexterity; operate assigned equipment; Selected applicant must pass physical examination, drug screen, and background investigation.