

AQUATICS DIRECTOR
RANDOLPH PARK
Pulaski County

Department: Parks and Recreation

Reports to: Program and Activities Manager

Supervision Exercised: Supervision of all aquatic staff and patrons

Supervision Received: Work is performed under regular supervision.

Classification (FLSA): Non – Exempt, Part-Time Seasonal – Up to Forty (40) hours/week during the pool season of May through early September

ESSENTIAL FUNCTIONS: The Aquatics Director is responsible for the management of the Randolph Park Outdoor Pool. This includes hiring, training and supervision of lifeguards, pool attendants, and other ancillary staff. Employee holds responsibility for the operation of pool facility equipment and maintaining standards of pool chemistry. Employee will ensure all employees and patrons remain in compliance with park rules and regulations as well as appropriate maintenance of aquatic facility. Employee is responsible for the safety and security of entire aquatic facility, employees, and patrons. Employee must exercise tact and courtesy in communicating with the general public.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check.

RESPONSIBILITIES:

- Remain abreast of up to date lifeguarding skills and pool chemistry maintenance.
- Provide regular training and mentorship to lifeguard and other aquatic staff
- Successfully participate in ongoing training relating to lifeguarding and aquatic skills as deemed appropriate by supervisor
- Maintain a high level of operational oversight of all aquatic activities to include appropriate development and organizing of programs and necessary staffing levels
- Advise supervisor on aquatic matters including trends and recommendations for future expansion of programs
- Prepare and maintain operational reports, as deemed necessary by supervisor, such as pool operations, program activities, public attendance, and financial reports
- Ensure necessary equipment and supplies are readily available to meet aquatic facility operational needs

- Regular observation of aquatic complex operations including lifeguard performance water safety compliance, and compliance of incident reduction measures
- Performs regular testing of water quality - ensures observance of safety regulations
- Plans, develops and implements training programs and handbooks
- Develops and publicizes rules and regulations
- Responds to Citizen complaints or inquiries regarding pool operation or programs
- Hires, trains and evaluates program personnel
- Supervises and participates pool opening and closing maintenance routines
- Supervises the collection of daily fees
- Inspects physical plant operations including pumps, lines, filter equipment, locker Room facilities, and makes minor reports or calls for service
- Performs other related duties as required
- Must be available and willing to work evenings, weekends, and holidays throughout the summer

KNOWLEDGE SKILLS AND ABILITIES:

- Ability to work cordially and professionally with staff members and the general public
- Knowledge of how a pool system works including, but not limited to, filtration, pool chemistry, equipment function/maintenance, and chemical hazards
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all pool emergency procedures and daily facility security checks
- Ability to follow directions, arrive to work on time, and perform duties as specified
- Ability to supervise and manage individuals in large settings

ADA REQUIREMENTS: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. The position also requires constant use of the visual and auditory senses.

EDUCATION AND EXPERIENCE:

- Must be 18 years of age or older
- High School Diploma required
- Must be or become a Certified Pool Operator (CPO) or a certified Aquatic Facility Operator (AFO). Training provided for required certification by Pulaski County after hire.
- Must be or become certified in First Aid and CPR. Training provided for required certification by Pulaski County after hire.
- Previous aquatic facility experience preferred
- Previous supervision experience preferred

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day to day activities to promote effective teamwork to accomplish the goals of the County

TRAINING AND JOB DEVELOPMENT:

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other educational Opportunities as deemed necessary by supervisor
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Employee: _____

Date: _____