

Pulaski County

Job Title: Assistant Aquatics Director – Randolph Park

Department: Parks and Recreation

Reports to: Parks and Activities Director

Supervision Exercised: Supervision of all pool staff and patrons

Supervision Received: Under the general supervision of the Parks and Activities Director

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

Job Summary: The Assistant Aquatics Director is responsible for the management of the Randolph Park Outdoor Pool. This includes the supervision of lifeguards, pool attendants, and patrons. Responsible for the operation of pool chemistry and operation of equipment. Employee is responsible for ensuring compliance with park rules and regulations by pool patrons and maintaining pool entire pool facility. Employee is responsible for the safety and security of entire pool, employees, and patrons. Employee must exercise tact and courtesy in frequent contact with pool patrons.

Job Requirements: Minimal educational requirement is graduation from high school. Preferred Certified Pool Operator (CPO) or a certified Aquatic Facility Operator (AFO). Must be certified in First Aid and CPR. Applicants must be at least 18 years of age. Previous management of a pool facility is preferred.

Physical 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.

Job Duties and Performance Standards

I. Typical Tasks:

- Participate in weekly training's pertaining to lifeguarding skills maintenance and development additional duties as deemed appropriate by the Aquatics Direct
- Planning, organizing, overseeing and supervising aquatic programs, staff and operations; advising the director on aquatic matters; preparing and maintaining appropriate records and files.
- Observes the operation of the pool complex, monitors the performance of lifeguards and water safety instructions, tests water quality, ensures observance of safety regulations.
- Develops and publicizes rules and regulations.
- Responds to Citizen complaints or inquiries regarding pool operation or programs
- Supervises and participates pool opening and closing maintenance routines
- Supervises the collection of daily fees
- Reviews and prepares records and reports on pool operation
- Inspects pool operations, checks pumps, lines, filter equipment, bath and locker facilities for proper condition, makes minor repairs or calls for service.
- Performs other related duties as required.

II. 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, maintenance of proper pH levels, equipment function/maintenance, and chemical hazards
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all pool emergency procedures and perform daily facility security checks
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame
- Ability to supervise and manage individuals in large settings
- Must be willing to work evenings and weekends throughout the summer

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

Employee: _____

Date: _____

Note: This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by management as required. The County of Pulaski 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.

Date Approved: _____

Approved by: _____