

**ASSISTANT AQUATICS DIRECTOR**  
**RANDOLPH PARK**  
Pulaski County

**Department:** Parks and Recreation

**Reports to:** Parks and Activities Director

**Supervision Exercised:** Supervision of all pool 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 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.

**RESPONSIBILITIES:**

- 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

## **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

**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:**

- Minimal educational requirement is graduation from high school
- Must be a 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

## **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 opportunities to maintain current awareness of County trends and for educational growth
- 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: \_\_\_\_\_