

CITY OF MILTON-FREEWATER

JOB DESCRIPTION

POSITION TITLE: AQUATIC CENTER MANAGER
BARGAINING UNIT: NONE
POSITION STATUS: EXEMPT – SEASONAL/SUMMER
REPORTS TO: CITY MANAGER

GENERAL STATEMENT OF DUTIES

Responsible for the scheduling and supervision of Aquatic Center personnel and daily maintenance of the City Aquatic Center and facilities; is responsible for coordination and staff scheduling for swim lessons, lap swims, water aerobics and other Aquatic Center related programs. Does related work as required.

SUPERVISION RECEIVED

Works under the direct supervision of the City Manager.

SUPERVISION EXERCISED

Responsible for supervision of lead lifeguards, swim instructors, lifeguards and cashier/concessions employees of the City Aquatic Center.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF RESPONSIBILITIES

- Schedules staff to ensure that all persons using the pool are under the constant observation of lifeguards as regulated in Oregon State. Ensure staff are knowledgeable regarding pool rules, health codes, safety protocol and emergency procedures.
- Aid in the recruitment of lifeguards and concession/cashier employees by reviewing applications and participating in the oral interview process.
- Maintain safe and sanitary conditions of the pool, restrooms, dressing rooms, concession facilities, and pool deck daily.
- Tests chlorine residual and pH content of the pool with provided test materials and tools. Add chemicals as necessary.
- Responsible for the completion of timesheets by employees, signing and submitting all necessary documents to the City Manager or designee.
- Responsible to collect and maintain pool records: attendance, cash collected, chemicals, safety checks, maintenance schedules, employee training, required certifications and work schedules. Ability to maintain confidentiality involving personnel issues and information.
- Track expenses for supplies and pool maintenance, monitor inventory and order supplies as necessary.
- Answer phone, route calls, provide general information to the public.
- Ability to handle patron inquires/concerns, de-escalate and resolve issues in a professional manor, practice good judgement during escalating incidents, and to know when to contact Law Enforcement if necessary.
- Dependable/regular presence at the Aquatic Center.
- Clean and aid with shut-down operations at the end of the season.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

KNOWLEDGE, SKILL AND ABILITIES:

Considerable knowledge of Aquatic Center operations including the generation of chlorine and pH tests. Ability to coordinate and schedule personnel work hours for the most efficient and safe operation and ability to coordinate swim lessons. Ability to work evenings, weekends, and holidays as needed - depending upon the Aquatic Center's operating hours.

Considerable knowledge of principles of supervision, organization and administration of Aquatic Center operations.

Ability to establish and maintain harmonious relationships with subordinates and the general public.

CERTIFICATION AND TRAINING

Minimum of two years responsible experience and/or educational background in the supervision and operations of the Aquatic Center. Current Certified Pool Operators (CPO) certificate and Basic First Aid and CPR certificate required. Certification in Lifeguard, Water Safety Instruction desired.

PHYSICAL DEMANDS:

Use of hands and fingers is required to perform the essential functions of this job. Sight is necessary to perform the essential functions of this job. Employee is frequently required to stand, move, talk and hear. The employee is occasionally required to sit and work at a computer station. The employee is occasionally required to stoop, bend, kneel and swim. The employee is occasionally required to lift and/or move up to 50 pounds.

WORK ENVIRONMENT:

Work involves exposure to unusual elements, such as extreme temperatures, chemicals, dirt, dust, fumes, smoke, unpleasant odors and/or loud noises. Must be able to stand for long periods of time on cement flooring while working in an outdoor environment. Work efficiently and accurately in fast-paced environment, especially involving health and safety protocols, records and cash management.

DISCLAIMER:

This job description does not include all essential and nonessential duties of this job. The job description is not intended, nor should it be construed as an exhaustive list of all responsibilities and duties, skills, working conditions or attributes associated with the job.