

ASSISTANT AQUATICS MANAGER

DEFINITION

Under general supervision, administers the Town's Aquatics Program and supervises pool safety, maintenance, personnel, public swim sessions, swim classes, diving, and swim activities.

SUPERVISION RECEIVED AND EXERCISED

Exercises technical and functional supervision over assigned aquatics staff. In the absence of the Aquatics Manager will provide direct supervision over assigned aquatics staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises pool maintenance, personnel, public swim sessions, special events, swim classes, diving, and swim activities in the absence of the Aquatics Manager.
- Assists with planning, organizing, and implementing a comprehensive seasonal aquatics program including swim lessons, recreational swim sessions, age-specific programs, and special events.
- Performs regular inspections, tests water chemistry; and makes recommendations regarding pool maintenance, repairs, and replacement of equipment, personnel; trains and schedules pool staff; performs employee performance evaluations.
- Conducts safety inspections of equipment and ensures compliance with established rules and regulations.
- Explains and enforces the policies, rules, and regulations of the pool area and programs.
- Monitors activities in swimming areas to prevent accidents and maintains quality teaching of lessons.
- Performs lifeguard duties; explains and enforces regulations, policies and procedures.
- Conducts training sessions with lifeguards to test and update skills in water safety, swim strokes, First Aid methods, CPR, safety practices, backboarding, deep diving exercises, rescues, and lesson plan development.
- Performs administrative work related to the aquatics program.
- Maintains records of staff attendance, revenue, and pool incidents log; collects and deposits fees and maintains aquatic and financial records.
- Periodically assists in overseeing or conducting recreational events at other work sites.
- Performs a variety of other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Municipal government principles and practices functions.
- Town Administration and Department functions.
- Political sensitivities common to municipal government.

- General public assessment of the Town's roles, responsibilities, and commitment to its citizens.
- Swimming and aquatics instruction, skills, and rules.
- Water safety, First Aid, and other aquatic programs.
- Laws and regulations relating to swimming pools.
- Principles of supervision, training, and performance evaluation.
- Safe driving principles and practices
- Basic safety precautions and procedures related to recreation program area(s) and facilities, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Rules, equipment, facilities, operations, and techniques used in public recreation programs.
- Standard office practices and procedures, including the use of standard office equipment, basic record keeping, arithmetic, and computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the Town in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Town staff.

Ability to:

- Swim with proficiency and endurance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and make professional recommendations in support of established goals.
- Operate a motor vehicle safely.
- Teach swimming and diving.
- Select, supervise, train, and evaluate staff.
- Conduct work in a safe manner in accordance with established policy.
- Provide for proper and effective emergency response.
- Operate modern office equipment including computer equipment and software programs.
- Understand and follow oral and written instructions.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

High school diploma or equivalent and two (2) years of progressively responsible experience in the field of aquatics and/or instruction; one (1) year of supervisory experience.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License.
- Maintain a current Red Cross Standard First Aid Certificate, CPR Professional Rescuer Certificate, Lifeguarding Certificate, and Water Safety Instructor Certificate.

PHYSICAL DEMANDS

Must possess the ability to perform work that may involve lifting children through adults, in and out of the pool up to 150 pounds or more with assistance, pulling a cover over the pool surface with assistance, and lifting, straightening and moving pool deck furniture and equipment. Need the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in the extreme heat and/or cold, and the outdoors. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office and duplicating equipment and cash register.

ENVIRONMENTAL ELEMENTS

Employees work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

DISASTER SERVICE WORKER

All Town employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the Town may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different from the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, the employee will be expected to remain at work due to the emergency needs of the community. If a "Local Emergency is declared outside of the employee's shift, the employee must make every effort to contact his/her direct supervisor or department head to obtain reporting instructions as a Disaster Service Worker.