



## Job Description

**Position: Aquatic Manager**

**Type: Part-time non-union**

**From: May 23<sup>rd</sup> to August 9<sup>th</sup>**

### **General Statement of Duties:**

Under the direction of the Recreation Program Manager, responsible for scheduling, supervising and evaluating all activities of assigned swimming pool personnel. Maintain and keep assigned area in required condition. Assume full responsibility for assigned swimming pool, including planning and preparation for next year's use. Recommend equipment and manpower needs. Perform machine or manual work as required.

### **Distinguishing Features of the Class:**

As a working manager, direct and participate in provision of general swimming pool maintenance activities to include checks on safety hazards, review of rescue and lifesaving procedures, filtration systems, and proper chemical balance in the water; assist the Recreational Program Manager in developing a comprehensive schedule of activities, events and checklist tasks for time periods of seasonal swimming pool use; assist in, plan, schedule and direct special events such as private pool parties, swimming lessons, and birthday parties.

### **Examples of Work:**

Assist in the development of work order assignments and the establishment of priorities; distribute work orders according to established priorities; schedule, supervise and evaluate the work of subordinates; make recommendations regarding employment, lay-off or discharge, salary adjustments or other personnel actions. Staff assigned activities with superior's approval to meet current and projected needs; train subordinate personnel as required. Direct and participate in the minor maintenance of swimming pool equipment, machinery and facility ground/enclosure areas; insure that swimming pool and deck areas are clean, clear and free from debris. Direct and participate in the enforcement of policies, rules and regulations governing the conduct of person at the assigned swimming pool; maintain the safety of park visitors which involves the ability to perform rescues, administer artificial respiration and first aid; maintain constant watch for accidents on the water and in the adjacent deck or pool area and inform pool visitors of such potential hazards. Perform other duties as required or assigned.

**Relationships:**

1. Reports to the Recreation Program Manager.
2. Supervises the following seasonal positions:
  - a. Head Lifeguard
  - b. Lifeguards
  - c. Cashiers
  - d. Concessionaires
  - e. Recreational Pool Maintenance

**Acceptable Education and Experience:**

1. Four years of high school and one year of college.
2. The completion of senior lifesaving courses and/or certification as water safety instructor desirable. Two years as head lifeguard preferred.
3. Problem-solving skills
4. Ability to lead a team and take charge of situations.
5. Good judgment in keeping with the mission of the park district. Must be able to organize and coordinate several work projects and simultaneously or in succession.
6. Physical Requirements such as standing, walking, sitting, talking, hearing, lifting, and seeing to perform daily tasks.
7. Ability to drive motorized vehicle.
8. Understand and carry out assigned oral and written instructions.
9. Work effectively with the general public, cooperating agencies, and Park District employees.
10. Ability to maintain safe and well-organized programs.
11. Ability to work independently and as a team.
12. Ability to respond to emergencies, changes, and directives effectively.