

**Department:** Parks & Recreation  
**Position:** **AQUATICS MANAGER**  
**Accountable To:** Parks & Recreation Director  
**Supervision Exercised:** Pool staff, maintenance staff & volunteers

**Position Objective:** Provide a safe and well-monitored & maintained pool facility by directing staff, activities, procuring equipment and supplies, maintaining and monitoring records on daily and seasonal operations.

**Duties and Responsibilities:**

Manages pool funds by planning, developing and controlling a budget. Accountable for pool revenues by monitoring collections, authorizing daily expenditures, and recommending budget allocations.

Develops a competent, productive staff by supervising directly and through delegation, all pool personnel and volunteers; including hiring, transferring, promoting, demoting, handling discipline, counseling, coaching, appraising performance, and terminating, as well as, providing educational opportunities and training. Conducts training of staff in water safety instructor and life guard training; ensures that all certifications of staff are maintained. Provides regular in-service training to staff as needed.

Assures safety of facilities by complying with all state and local health codes, building codes, industry standards and guidelines. Maintains the aquatic operating system including filtration, heating & proper pool chemical balance. Establishes and enforces facility rules, regulations and policies fairly and with common sense.

Maintains professional competency by continuing education.

Maintains a harmonious working relationship with other city employees, agencies and special groups by amiable and cooperative contacts. Promotes a positive image of the facility by planning, developing, implementing and monitoring the facility's equipment and personnel, and by sharing maintenance responsibilities with parks' maintenance.

Coordinates schedules and promotes aquatic programming and special events with staff, instructors, volunteers, community and school representatives to maximize facility and equipment use and to provide for competitive, recreational and learning opportunities.

Assists in planning, researching, procuring funds and development of plans and specifications for renovations, replacements, repairs and additions of equipment, pools, buildings and other amenities. Monitors such projects to ensure specifications and guidelines are being strictly and uniformly followed.

Assists the recreation and administrative staff with office duties, recreation programs and brochure preparation as needed. Other duties as assigned.

**Skills:**

Effective written and verbal communication skills, computer literate and familiar with cash register and calculator operations. Ability to work with chemicals and equipment safely.

**Mental Demands:**

Strong interpersonal skills with youth, teens and parents; independent decision making, problem solving and good judgment; maintain a professional attitude and posture in front of the public.

**Physical Demands:**

Ability to work outdoors during inclement weather for prolonged periods of time; ability to lift, move or operate pool maintenance equipment and supplies, not to exceed 50 lbs. Ability to lift, move or arrange pool equipment, including but not limited to sports standards, tables, chairs, pool vacuums and lane lines. Ability to perform swimming rescues in an emergency situation. May require extended periods of time in the pool water.

**Work Experience:**

One-year full time or multiple summer experience in pool facility operations, coordination and staffing development, aquatic programming including but not limited to swimming lessons and water exercise.

**Education/Training:**

High School graduate or GED Certificate; secondary education preferred in recreation/facility management, P.E. or a closely related field or a combination of education and experience.

**Contacts:**

General public, Moffat County School District, Craig Daily Press, clubs, organizations, volunteers and city officials.

**Special Requirements:**

Valid Colorado Vehicle Operator's License; CPO or AFO certified or willing to obtain; Current Red Cross or equivalent WSIT and Lifeguard Training Instructor or be willing to obtain. Must also possess and maintain current student certificates in same courses. Willing to obtain any other instructor trainer certificates as needed. Must pass a pre-employment drug screen, motor vehicle and background check that is required as part of a post-job offer employment screening process.