



Aquatics Facility Manager

DEPARTMENT: Pool **SUPERVISOR:** Assistant City Manager
CLASSIFICATION: Exempt **PAYROLL:** 110

POSITION SUMMARY

Oversees all aspects of pool operations; coordinates and administers operation of the pool facility and programs. Plan, develop, implement, supervise, and evaluate a full range of aquatic recreation programs, activities and services to meet community needs. Provides leadership for staff; generates and maintains a positive public image.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Plans, directs, and supervises all operations of the municipal pool including staff and facilities.
- Coordinates recreational activities of the Stayton Family Memorial Pool. Supervises and coordinates the maintenance of the aquatics facility. Implements improvements, modifications, and capital improvement projects. Establishes facility schedule to provide comprehensive use of facility.
- Responsible for the selection, supervision and evaluation of pool staff. Develop work schedules for employees. Plan, prioritize, coordinate, assign, and review work of regular and temporary employees, volunteers, interns, and work study students. Ensures appropriate training is provided.
- Supervise and coordinate pool maintenance functions with the City's appointed facilities manager. Review pool operational information and monitoring reports, and recommend and/or direct appropriate operational adjustments.
- Investigate complaints; recommend and administer disciplinary action; handle sensitive personnel matters and recommend grievance responses.
- Provide long-range goals in program areas, and establish objectives and strategies. Develop and administer program budgets; monitor and control expenditures; oversee records for registration and fees collected. Participate in development of, and implement, facility management policies.
- Maintains a variety of records and develops reports for expenditures, program evaluations, volunteer hours, and activity indicators. Prepare specialized reports on various program area activities and issues. Administer and revise contracts and agreements for services, including rentals for private and non-profit organizations. Prepare bid specifications; purchase and maintain necessary equipment and supplies. Research trends and developments in aquatics programs.

- Market and promote aquatic programs and services to the public; develop or supervise development of fliers, news releases, pamphlets, and brochures with the Community Engagement Coordinator.
- Attend City Council meetings and various other meetings at the direction of the Assistant City Manager, providing input and receiving direction or other information.
- Maintain a positive public image and provide excellent customer service. Respond to questions and requests from participants and the public, problem-solve with staff and others; respond to citizen complaints.
- Responsible for inspecting and maintaining the pool facility and equipment to offer a safe environment for staff, patrons, and the general public. Comply with federal and state health and safety guidelines, and regulations. Develop and oversee pool safety program.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Work a minimum of 20 hours per week as a Lifeguard/Aquatics Instructor unless approved by Assistant City Manager.
- Serve on various employee or other committees as assigned.
- Maintain proficiency in areas of responsibility by reading materials, attending trainings and meetings.
- Participate in in-service training, orientations and staff meetings as requested.
- Facilitate staff development on issues such as diversity and creating respectful working environment.
- Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma or equivalent and one year of experience managing an aquatic facility and staff, or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Customer service skills working with the public and swimming pool staff members.
- Must possess strong problem-solving skills.
- Must be able to work variable hours including nights and weekends.
- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- Ability to communicate effectively verbally and in writing.

CERTIFICATES/LICENSES/REGISTRATIONS

- Possession of current Certified Pool Operator certification.
- Possession of current certification issued by a nationally recognized accreditation agency in Lifeguarding, First Aid, CPR, and Water Safety at the professional level is required.
- Must acquire or possess Lifeguard Instructor or instructor trainer certification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works in outside weather conditions.
- The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- The employee occasionally works in high, precarious places and is frequently exposed to fumes or airborne particles, risk of electrical shock, and vibration.
- The employee is frequently exposed to toxic or caustic chemicals.

- The noise level in the work environment is usually moderately loud.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to spend protracted period in the pool.
- While performing the duties of this position the employee is regularly required to use hands to finger, handle, pull, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to stand, walk, talk, hear, sit, climb or balance, stoop, kneel, crouch or crawl, and smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

SUPERVISION:

- Works under the general supervision of the Assistant City Manager
- Responsible for supervising approximately 10 FTE employees.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES OF THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Aquatics Facility Manager

Date

Assistant City Manager

Date