



## **Aquatics Manager (1560)**

**FLSA Status:** Exempt

**Pay Grade:** 25

**Safety-Sensitive:** No

### **Purpose**

The purpose of this classification is to manage staff and operations at Splash in the Boro Waterpark and Family Aquatic Center. This position performs administrative and supervisory responsibilities in the planning, development and operation of a comprehensive public aquatics program for the community.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Directs the development, organization, and implementation of aquatics programs and services for the County: directs management review of overall programs and activities to ensure adherence to department goals and objectives; assists Director, Parks and Recreation in developing and implementing policies and procedures; manages and coordinates aquatics programs and services, such as recreation, therapy, wellness, swimming lessons, competitive swimming, and related activities; and approves and monitors programs, activities and staff.

Reviews, analyzes and evaluates effectiveness of programs and services: reviews and evaluates new and emerging aquatics programs for possible implementation; assists Director, Parks and Recreation in long-range planning and makes recommendations for the development of new services, programs and facilities, expansion of present facilities, and projects future program needs.

Promotes aquatics programming and events: creates promotional materials to increase public awareness of and participation in aquatics programming; prepares news releases, flyers, brochures, etc.; coordinates marketing tactics through local, regional and social media; manages marketing contacts; participates in panels and discussions; develops cooperative partnerships with area schools, business leaders and community organizations; and makes presentations to civic and community groups.

Develops and implements budget for area of assignment: recommends budget allocations for staffing, equipment, and capital outlays; monitors revenues and expenditures to ensure compliance with approved budget; supervises purchase and distribution of supplies for area of assignment; and monitors revenue collection and deposit procedures.

Responds to inquiries and/or complaints from the general public: provides information or directs inquiries to appropriate department resources; and investigates and resolves operational and procedural problems and complaints.

Ensures the maintenance of aquatics facilities and grounds: ensures regular inspections of facilities and grounds; monitors and maintains list of required maintenance and repairs; and ensures submitting maintenance and repairs requests to appropriate personnel.

Maintains a comprehensive, current knowledge of applicable policies and procedures: maintains an awareness of new methods, equipment, and trends in the profession; maintains professional affiliations; reads professional literature; participates in continuing education activities; and attends and conducts meetings and training sessions as appropriate.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor Degree in Recreation, Sports Management, Parks and Recreation, or a related field required; supplemented by five years of progressively responsible experience in managing aquatics operations and programs, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

**Specific License or Certification Required:** Must possess and maintain a valid Georgia driver's license. Must possess and maintain the following certifications: Pool Operator's License (CPO) or Aquatic Facility Operator (AFO), Lifeguard Instructor Trainer, Water Safety Instructor Trainer, Cardiopulmonary Resuscitation (CPR) and First Aid.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to deduce, evaluate, audit and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels. Ability to interact effectively with subordinates, coworkers, sales representatives, customers, students and other individuals and groups within and outside of the organization.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions, including personal computers, digital devices, printers and related peripherals; vans and other passenger vehicles, recreational equipment; concession equipment, and pool pumps and motors.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information, including but not limited to billing invoices, financial reports, time sheets, policies and procedures, and a variety of informational reports.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as odors, wetness, humidity, fumes, temperature and noise extremes, hazardous materials, bright/dim lights, toxic agents, water hazards, disease, pathogenic substances, or rude/irate customers.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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