

AQUATIC MANAGEMENT

NATURE OF WORK

This work involves supervising swimming pool operations, including staff supervision, ensuring that proper amounts of chemicals are placed into the pool, that all parts and mechanisms are in working order, that records are maintained accurately, enforcing safety regulations, and that cash on hand is accounted for and financial records are in order.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Operates a city swimming pool, ensuring that it is mechanically sound, that the water has proper amounts of chemicals in it, that the pool is properly staffed, that the facility and grounds are maintained, and that customer safety is of the highest priority.

Inspects pumps, valves, and other pool related equipment for proper operation and notifies the supervisor or other official to ensure that malfunctions are resolved safely and promptly.

Prepares and maintains records of operations and compiles related reports to include but not limited to; revenue reports, daily check sheets, chemical logs, maintenance log, in-service training reports, employee evaluations, attendance reports, rental agreements, and pass applications.

Maintains files of revenues received, equipment services records, and other pool related reports.

Is responsible for the receipt and safekeeping of entry fees and other revenue.

Operates the admission counter or window, collecting entry fees or admitting those with passes.

Is responsible for conducting and participating in in-service training, emergency training drills, and conditioning as required to maintain skill, at assigned location.

Provides customer service, responding to inquiries and complaints.

Monitors customer activities, advising them of the safety rules as needed.

Disciplines participants as needed according to policy.

Assists supervisor in maintaining budget guidelines

Assists supervisor in supervising subordinate employees

Assists supervisor in ensuring facilities are free of safety hazards.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Skill in the operation of a swimming facility.

Ability to inspect pool equipment to discern malfunctions.

Ability to communicate effectively with co-workers and the public.

Ability to understand written and oral instructions.

Ability to collect admission fees and accurately make change.

Ability to maintain accurate records.

Plans and schedules classes designed to teach participants to swim.

Oversees the conducting of swimming instruction classes.

Maintains records of classes conducted and participants enrolled.

Knowledge of the techniques of swimming instruction.

Knowledge of overall operation of the facility.

Knowledge of City policies and procedures regarding accidents and other incidents

Knowledge of Emergency Action Plan and ability to implement such plan.

Ability to work effectively with all age groups that utilize the facility.

Ability to prepare accurate reports.

Ability to operate a cash register and make correct change.

Ability to communicate effectively with program participants and with co-workers.

Cleans facility and grounds.

Secures the building/facility according to specified procedures.

Conducts safety checks regularly.

Ability to move about the facility 75 to 100% of the work day.

SPECIAL QUALIFICATIONS

Must be at least nineteen (19) years of age.

Must possess a State of Nebraska Swimming Pool Operator's License.

Must possess current Lifeguarding, First Aid and Cardio-pulmonary Resuscitation (CPR) AED certificates.

Must be able to work varied days and hours, including early mornings, evenings, weekends, and holidays.

Must possess current Water Safety Instructor Certification if assigned that role.

Must be at least eighteen (18) years of age to act as the Water Safety Instructor.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Telephone

Computer

Cash register

Pool mechanical system

Pool vacuum

Calculator

Chemical pumps and feeders

Copy machine

Credit card machine

Play Structures