



City of Irving Job Description

Aquatics Supervisor

FLSA Status:	EXEMPT	Job Department:	Parks & Recreation
Job Code:	30261	Reports To (Job Title):	Parks & Recreation Director

PURPOSE

To manage the overall operations of the Aquatics Division, including budget development and management, facilities infrastructure maintenance, program development, public relations activities and marketing and promotion of aquatics.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Develop, administer, monitor, and coordinate divisional budget, including revenue projections, personnel costs, annual facility operating costs, facility and aquatic maintenance and infrastructure costs.
- Develop, and monitor operational standards and processes for multiple aquatic facilities and operations, including year-round indoor facilities, family aquatic parks, seasonal pools and spray grounds.
- Develop strategies to improve efficiency and reduce costs; create and implement divisional annual goals, objectives, and activity performance measurements.
- Develop and monitor safety procedures and standards, ensuring proper training and certifications maintained by all aquatic employees.
- Prepare reports and presentations for City Council and Parks & Recreation Advisory Board as necessary, as well as various reports for local, state, and federal agencies.
- Maintain spreadsheets and logs.
- Interact and communicate with other City departments and government agencies.
- Develop, plan, implement, market, monitor, and evaluate aquatic activities and programs.
- Solicit community involvement in aquatic programs and activities through community meetings and industry groups.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Oversee and maintain the partnership lease agreement between the City of Irving, the Irving Independent School District, and the Dallas County Community College District in relation to the North Lake Aquatic Center.
- Oversee and manage the contract with aquatics concessions vendor.
- Maintain up-to-date knowledge of aquatic industry standards and collaborate on the development of new aquatic facilities.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 130 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administer and monitor annual Aquatics budget of approximately \$1.4 million dollars.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a Bachelor's degree from an accredited college or university with major coursework in aquatics administration or a closely related field.

EXPERIENCE

- At least three (3) years of related experience, including one (1) year of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.

The Ability to Obtain the following within one (1) year of employment:

- Lifeguard Training and Instructor
- CPR for Professional Rescuer & First Aid Instructor
- Community First Aid and Safety Instructor
- Management Instructor
- Swim Coaches Safety Training Instructor
- AED Instructor and O2 Instructor

KNOWLEDGE OF

- Administration and Management: principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- Government Policy: Policies, operations, and processes at the local, state, and national levels.

SKILLS AND ABILITIES IN

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas.
- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Management of Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job; this includes managing teams with diverse educational and cultural backgrounds with various job assignments and work schedules.
- Program Assessment: Evaluating current / potential programs for effectiveness & efficiency. This includes developing effective operational standards to meet established “standards of care” and service delivery.
- Problem Analysis: Identifying and defining problems, collecting data, establishing facts, and drawing valid conclusions. This includes developing effective safety standards to protect customers and employees.
- Planning: Sensing the environment and setting goals and objectives, which may include long term strategic goals as well as short term goals.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Interactive Presentation: Effectively presenting information to groups & responding to questions.
- Originality: Developing unusual or clever ideas about a given topic or situation, or developing creative ways to solve a problem.
- Reporting: Researching, analyzing, and compiling data and preparing concise documents.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions

GUIDANCE RECEIVED

Priorities and Policies

Organizational priorities and policies, along with professional standards and best practices, guide decisions and direction or advice given to others. Typically makes recommendations to superiors after considering various alternatives. Proactively addresses needed changes to policies, methods and procedures and obtains approval.

CONTACTS

Internal and external customers; other departments; sales persons; state and federal organizations; the public at large, including sports associations; and, various manufacturers.

EQUIPMENT AND PROPERTY

This position may operate city vehicles, various pieces of office equipment, swimming pool motors and filters, and other city property.

PHYSICAL DEMANDS

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.*

The employee constantly is required to listen, sit, and/or see. Frequently, s/he is required to drive a vehicle, carry, grasp, handle, feel, and/or walk.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to a dirty environment, outside weather conditions, and chemicals. The noise level in the work environment in the field is usually medium.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.