



City of Irving Job Description

Aquatic Center Coordinator

FLSA Status:	EXEMPT	Job Department:	Parks and Recreation
Job Code:	30451	Reports To (Job Title):	Designated Supervisor / Manager

PURPOSE

To plan, organize, supervise and manage the operations, support staff both internal and external in coordination with other departments to ensure a safe swimming environment in all aspects for the general public and pool staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Supervise and perform all facets of pool operations and facility maintenance.
- Recruit and decide on the selection and training of staff.
- Motivate staff to meet all job expectations and to correct deficiencies and implement discipline procedures as needed.
- Assure staff and patrons compliance with City's policies, procedures and ordinances.
- Educate and provide information to the public regarding the Aquatic center operations and activities and investigate and resolve concerns.
- Monitor and inspect all facets of the facility, to include pool chemicals, equipment, circulation systems, inventory, supplies, facility infrastructure and orders; adjust or repair as needed for optimum swimming comfort while maintaining health standards.
- Maintain operational supplies, staff equipment, and item inventories and interface with multiple vendors as required.
- Monitor and compete by-weekly payroll
- Monitor cashier and front desk duties, including collecting fees, balancing cash drawers, answering patrons' questions and concerns to include maintaining reporting of daily incidents which may occur at the Aquatic Center.
- Compile, prepare, approve, and submit daily and monthly facility reports detailing public attendance, revenue generation and program/class activity, water chemistry, facility maintenance, and staff training.
- Plan and conduct weekly in-service training, as required by state law, including lifeguard CPR/AED and first aid.
- Perform water rescues utilizing first aid, CPR/AED and lifesaving techniques as needed.
- Respond and coordinate with EMS personnel before, during and after emergency situations.
- Plan, create, and perform support program marketing and registration.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Serve as lifeguard on duty and instructs aquatic programming as needed.
- Program, organize and schedule a variety of aquatic activities both internal and external.
- Stand by to administer and assist EMS personnel during special events.
- Assist other departments with special needs.

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 includes a varying, substantial staff of employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

This position is responsible for daily monetary transactions, and monitors operational budget to maintain and project future monetary issues for the Aquatics Center.

QUALIFICATIONS:

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

EDUCATION

- Equivalent to the completion of the twelfth grade plus some college or vocational/specialized training in recreation or a related field.

EXPERIENCE

- At least three (3) years of related experience, with two (2) years of supervisory experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Certified Pool Operator (CPO) Certificate *or* Aquatic Facility Operator (AFO) Certificate
- Lifeguarding Certification
- CPR/AED Certification
- First Aid Certification
- Lifeguard Instructor Certificate
- A Water Safety Instructor Certificate would be beneficial.
- Valid, appropriate Texas driver's license, or the ability to obtain one, is required.

KNOWLEDGE OF

- Aquatic Facility Operations: Operational characteristics, services and activities of aquatic facility operations, including water safety techniques and water chemistry.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Lifeguarding, CPR/AED, First Aid: Principles, processes, and techniques of diagnosing and rendering aid.

SKILLS AND ABILITIES IN

- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Efficiency / Service Orientation: Actively looking for ways to improve and streamline operations for more effective services rendered.
- Effective Supervision: Exercising leadership to produce positive results in staff and program leaders in the actions of those under one's direction.
- Written Expression: Communicating information and ideas, clearly and correctly, in writing so others will understand.
- Oral Expression under Duress: Communicating information and ideas through speech, clearly and concisely, so others will understand, *often* in stressful situations. This pertains to communication with internal persons, as well as external members of the public.

GUIDANCE RECEIVED

General Standards

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

CONTACTS

Contacts and conducts business with multiple vendors for day to day operations, to include chemicals, janitorial, office supplies and technologies, uniforms, pool equipment and mechanical needs.

EQUIPMENT AND PROPERTY

Accountable for: pumps, filters, controllers, registers safety equipment, water lifts, water wheelchairs, office technology, pool furniture, plumbing, electrical, deck finish, bathrooms, fences, rescue equipment, staff uniforms, tools, chemical storage, and doors.

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, see, talk, balance, reach, stand, carry, climb, grasp, handle, feel, jump, lift up to 100 pounds and/or walk. Frequently, s/he is required to kneel, push, pull, and extract patrons in excess of 300 with additional personnel.

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 electrical hazards, high precarious work places, air contamination (strong odors, fumes, or airborne particles), toxic or caustic materials. S/he occasionally is exposed to contagious diseases and/or moving mechanical parts, violence.

The noise level in the work environment is usually high, as often work takes place in a loud decibel environment and in heat. Also, this job requires the employee to make decisions directly affecting the safety of others.

* 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.