



AQUATIC MANAGER JOB DESCRIPTION

POSITION: AQUATIC MANAGER
REPORTS TO: RECREATION DIRECTOR
SUPERVISES: POOL STAFF

CATEGORY: SEASONAL
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY

Under the direct supervision of the Recreation Director, The Aquatic Manager supervises and evaluates LPRD aquatic staff and ensures the safety and satisfaction of Littleton Pool patrons and/or participants by enforcing the policies and procedures of the Littleton Recreation and Park Department.

ESSENTIAL JOB FUNCTIONS

- Supervise the work of subordinate aquatic staff, safeguarding patrons and other persons using the swimming pool or facilities.
- Supervise the enforcement of rules and regulations relating to pool and fitness activities.
- Develop and maintain ongoing, in-service training for, Lifeguards, Water Safety Instructors, and Aquatic Fitness Instructors.
- Maintain, analyze and submit pertinent records in respect to daily user counts, sanitary water conditions (chlorine and pH readings) and pool decks, back-washing, incidents; rescues and assists, emergency equipment and first aid supplies.
- Resolve and report difficult situations that arise between the lifeguards and patrons and takes appropriate action to resolve the complaints and maintain good patron relations.
- Assist with staff recruitment, hiring, and performance evaluation processes.
- Assist with work scheduling.
- Assist with the maintenance of pool pumps, filtration, and chemical feed systems.
- Reports the following to the Recreation Director, or designated staff person:
 - Insufficient pool chemistry
 - Presence of animals, vermin or insects
 - Need for cleaning supplies or equipment repair in advance
 - Water leaks, and other maintenance needs
 - All other health and safety hazards noticed
- Assist with the development and revision of pool policies, procedures, and forms.
- Promote a cohesive aquatic team and positive work environment
- Participates in emergency drills and environmental safety activities, as requested.
- Performs other duties assigned.
- Maintain Safety during all aquatic lessons, classes and programming.
- Coordinate all lesson plans and class material.
- Inspect all lesson material and report defective equipment and needs to supervisor.
- Lead, and instruct aquatic programs.
- Develop and implement lesson schedule for regular lessons, team and classes.
- Assist in creating marketing material and distribution of material to community to bring program numbers up.
- Prepare daily time sheets.
- Assisting with project and program planning as needed.
- Enforcing pool rules with patrons.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

QUALIFICATIONS

Knowledge of:

- Principles, practices and application of lifesaving and first aid techniques.
- Essential functions of a head lifeguard and/or pool manager.
- Swimming pool operations, including sanitation, maintenance, safety, and public relations.
- General rules and regulations pertaining to pool use.

Ability to:

- Adhere to LPRD core values and principles.
- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the department.
- Enforce pool rules and regulations.
- Maintain a safe and secure environment at all times
- Recognize and mitigate potential hazards and risks.
- Act quickly and calmly in emergencies.
- Maintain accurate records and spreadsheets.
- Work cooperatively with diverse populations.
- Provide outstanding customer service.
- Present a positive image of the organization to members of the community.

Minimum Qualifications

- Four (4) years lifeguarding experience, with evidence of substantial head lifeguard or equivalent aquatic leadership role and/or previous pool management experience. (Negotiable)
- American Red Cross Lifeguard and Professional Rescuer or equivalent. (Must be obtained before beginning of summer season)
- Demonstrated leadership qualities.
- Experience working with diverse populations
- Strong interpersonal and communication skills
- Evidence of superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Preferred Qualifications

- Certification as an American Red Cross Lifeguard Instructor.
- Certification as an American Red Cross Water Safety Instructor.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.

PHYSICAL DEMANDS & WORKING CONDITIONS

- Ability to lift 55 pounds.
- Perform work activities that include lifting, carrying, and moving objects; walking, sitting, stooping, kneeling, and climbing; reading and communicating with others in writing and orally.
- Work environments include:
 - Outdoor environmental conditions
- Required to work nights, weekends, holidays, and multiple shifts when needed.
- Possess personal qualifications including emotional maturity, willingness to cooperate with various organizations, respect for children and adults from various cultures and backgrounds, flexibility, patience, good personal hygiene, and physical and mental health that do not interfere with responsibilities.
- Use of protective equipment per OSHA regulations is required.
- Possible exposure to communicable diseases.

COMPENSATION

Exempt, Salary: DOQ. \$14.00-\$18.00/HR

CLASS HISTORY:

Revised: 3/14/18

Update By: Chris Wilkins

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