



City of Gunnison

Job Description

Job Title:	Aquatics Manager		
Department:	Parks and Recreation	Division:	Aquatics
FLSA Status:	Non-Exempt	Position Status:	Full-Time
Date Updated:	9/16/2020	Job Physical Level:	Moderate

General Purpose:

The Aquatics Manager will oversee and manage all operations of the Gunnison Aquatics Facility. The Aquatics Manager will perform a variety of general administrative and supervisory duties as needed to organize and coordinate the day-to-day maintenance, operations, and services of the swimming pool facility and work with the Head Guards and other Recreation Staff to provide related aquatics programs. The Aquatics Manager will work directly under the Parks and Recreation Director and in conjunction with the Recreation Supervisor, Recreation Coordinator and Recreation Center Manager.

Essential Duties and Responsibilities:

The following duties are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.

Work directly with Recreation Staff to develop strong ties and establish a close working relationship with staff throughout the facility.

Recruit, interview, hire, schedule, and supervise all aquatic personnel. Coordinate pool, lifeguard and instructor programs and ensure staff maintains proper certifications.

Design, develop, implement and track a variety of aquatics programs, leisure activities and special events; develop promotional and marketing strategies; oversee and participate in activities. Programming will be accomplished in partnership with the Head Guards and other Recreation Staff.

Coordinate the scheduling of competitive teams, school programming, rehabilitation programs and other community groups. Research, identify and coordinate use of facility with Rec staff.

Conduct needs assessments to determine needs and desires of the public related to programming, operations, maintenance, hours of operations along with solicitation of new and innovative ideas and approaches.

Responsible for the management of the daily pool operations including working with the City's Facility Maintenance position on the repair and maintenance of pool systems, HVAC equipment and the solar thermal system.

Monitoring of the pool chemical control program to assure compliance with Local, State and Federal operations and safety guidelines and standards.

<p>Ensures the quality of the cleanliness and upkeep of the facility including the locker rooms.</p> <p>Directs and may perform the tasks of lifeguard, swim instructor, trainer, chemical testing, and custodial duties on an as needed basis.</p> <p>Prepare, develop, monitor and comply with annual pool budget. Work in conjunction with the Recreation Director and Recreation Center Manager, in the development of comprehensive Community Center Budget.</p>	
<p>Other Duties and Responsibilities:</p>	
<p>Responsible for setting an example of positive customer service and professionalism in the work place. Anticipates and meets the needs of the community, its citizens and guests, and the aquatic staff.</p> <p>Perform related duties and responsibilities as required.</p>	
<p>Job Qualifications</p>	
<p>Required Education and Experience:</p>	<p>Bachelor’s degree in Recreation, Physical Education, or related field preferred. Four years of increasingly responsible experience in recreation services including one year in a supervisory or leadership role in the operation and maintenance of an indoor aquatics facility.</p> <p>Experience in swim instruction, training and certification.</p> <p>Have an understanding of water chemistry, chlorination, pool mechanical systems and preventative maintenance, risk management in the aquatic setting.</p>
<p>Other Necessary Requirements:</p>	<p>Possession of Lifeguard, First Aid and CPR/AED certifications.</p> <p>Desired: Possession of Red Cross certification in water safety instruction (WSI), lifeguard training instruction (LGI).</p> <p>A complete criminal history background check is required.</p>
<p>Necessary Knowledge, Skills and Abilities:</p>	<p>Strong organizational skills and ability to conduct multiple tasks concurrently. Ability to provide supervision and instruction consistently to employees, instructors, volunteers and community service workers. Ability to work closely and cooperatively with children, adults, and senior citizens.</p> <p>Ability to communicate effectively, both verbally and in writing. Ability to work with various community groups and the general public.</p> <p>Demonstrated customer service/public relation skills including the ability to resolve/diffuse customer and parent issues and complaints.</p> <p>Knowledge of and ability to perform basic calculations.</p> <p>English Language Comprehension - Requires the ability to listen to, read, understand and communicate the English language so that others are able to understand. This must be done both orally and in writing, at the level appropriate for the position held.</p>
<p>Working Conditions</p>	

<p>Work Environment:</p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The noise level in the work environment is usually relatively loud.</p> <p>This position requires continual public interaction and communication including interaction with difficult citizens and customers. The work environment is in and around water and slippery surfaces with exposure to noise, fumes, hazardous chemicals (including chlorine & muriatic acid), Carbon Dioxide (CO2), Ultraviolet Lights (UV), and cleaning chemicals.</p> <p>Also, this position will require being in and around water on a regular basis and in a humid 90-degree facility.</p>
<p>Physical Activities:</p>	<p>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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.</p> <p>Requires the ability to lift and carry items up to 50 pounds on a frequent basis.</p> <p>It will be necessary at times to perform physical activities requiring continual walking, standing, and sitting. May be required to perform physical recreational activities such as swimming, running, jumping, climbing stairs, crawling, bending, and reaching.</p> <p>Specific vision abilities required by this job include close vision and the ability to adjust focus.</p>
<p>Tools and Equipment Used:</p>	<p>Demonstrated computer literacy and experience with word processing, spreadsheet and data file management required.</p>
<p>Supervision Received:</p>	
<p>Works under the General Supervision of the Recreation Director. Works closely with the Head Guards and pool staff, as well as the Recreation Center Manager, Parks Foreman, Facilities Manager, Recreation Supervisor, and Recreation Coordinator.</p>	
<p>Supervision Exercised:</p>	
<p>The Aquatics Manager will supervise Head Guards and their staff, which includes lifeguards and instructors at the Gunnison Recreation Center.</p>	

