



Town of Oro Valley Classification Description

Title: **ASSISTANT AQUATICS MANAGER**

Job Code: 2620

FLSA Status: Exempt

Department: Parks & Recreation

Salary Grade: 110

POSITION SUMMARY:

Under general supervision, assists the Aquatics Manager in the operation, maintenance and supervision of a safe aquatic environment at the Oro Valley Aquatic Center.

ESSENTIAL JOB FUNCTIONS:

- A. Ensures the health and safety of employees and patrons.
- B. Supervises assigned pool staff and enforces pool rules and regulations.
- C. Maintains appropriate supplies for (concessions, janitorial, chemicals, and safety) assigned areas and maintains a neat and orderly work area.
- D. Maintains records and reports on daily attendance, maintenance, money receipts and prepares and verifies cash register amounts.
- E. Plans, organizes and conducts mandatory in-service trainings and safety audits for Lifeguards and Swim Instructors.
- F. Must complete and maintain vigilance awareness training standards.
- G. Inventories supplies and equipment for classes, programs and special events.
- H. Assists in preparing, updating and distributing a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.
- I. Schedule lifeguards, swim instructors and supervisors according to guidelines established by the Aquatics Manager.
- J. Provides customer service and answers questions, complaints or concerns.
- K. Assists Aquatics Manager in aquatics program planning and teaches aquatic programs.
- L. Responds to emergency situations by performing First Aid, CPR and/or Lifeguard Training Rescues/Techniques.
- M. Oversees the maintenance of the pool facility, including pump room equipment, scheduling repairs and chemical treatments.
- N. Maintains copies of current certifications of all personnel.
- O. Communicates daily with the Aquatics Manager.
- P. Duties will require seasonal maintenance work such as heavy cleaning, operating hand power tools, painting, light landscaping and operating small machinery.
- Q. Regular, daily attendance is an essential function for this position.
- R. Serves in an on-call status at all times.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of pool maintenance and operation techniques.
- Knowledge of customer service practices and techniques.
- Knowledge of occupational health and safety regulations and procedures.
- Skill in responding to emergency situations including safely rescuing drowning victims and administering CPR and First Aid.
- Skill in effective verbal and written communication.
- Skill in planning and implementing department and swimming pool practices and procedures.
- Skill in effectively supervising assigned pool staff.
- Skill in resolving customer complaints and concerns.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- Four years of experience in the aquatics field. At least two of the four years should be at the supervisory level.
- Must possess at time of application and maintain Lifeguard Training, Swim Instructor Training, First Aid, Oxygen, and Automated External Defibrillation certifications.
- Must be certified as a Certified Pool Operator through Pima County, (or obtain 90 days after employment date).
- Lifeguard Training Instructor certification preferred.
- Must have ability to work a varied shift including weekends and holidays.
- Experience with commercial or municipal pool maintenance.
- Ability to work with minimum supervision.
- Ability to demonstrate flexibility and judgment in difficult or stressful situations.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.
- Frequent exposure to chemical hazards including calcium hypochlorite and muriatic acid.
- Occasional exposure to mechanical and or electrical hazards associated with pool operational equipment.
- Frequent exposure to noise and vibration relating to pool operational equipment.
- Occasional exposure to communicable diseases associated with first aid procedures.
- Seasonal exposure to wetness/humidity as well as extreme temperatures.