



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:

- Ensures the health and safety of employees and patrons.
- Hires, trains, evaluates, and disciplines subordinate staff, as required.
- Assists in supervising assigned staff by planning and monitoring tasks and activities, establishing procedures and guidelines, and recommending personnel actions.
- Maintains appropriate supplies for (concessions, janitorial, chemicals, and safety) assigned areas and maintains a neat and orderly work area.
- Maintains records, reports and balances daily attendance, maintenance, and facility usage.
- Plans, organizes and conducts mandatory in-service trainings and safety audits for lifesaving personnel.
- Inventories supplies and equipment for classes, programs and special events.
- Assists in preparing, updating and distributing a variety of communications regarding aquatics programs.
- Schedules lifesaving personnel, submits time sheets and approves payroll.
- Provides customer service and answers questions, complaints or concerns.
- Assists Aquatics Manager in aquatics program planning and teaches aquatic programs.
- Responds to emergency situations by performing First Aid, CPR and/or Lifeguard Training Rescues/Techniques.
- Assists in monitoring facility operations to assure compliance with state and federal operations and safety guidelines.
- Assists in the maintenance of the pool facility, including pump room equipment, scheduling repairs and chemical treatments.
- Maintains records of current certifications of all personnel.
- Communicates daily with the Aquatics Manager.
- Duties will require seasonal maintenance work such as heavy cleaning, operating hand power tools, painting, light landscaping and operating small machinery.

- Regular and reliable attendance; may work more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- Other duties as assigned.
- 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.
- Ability to communicate both verbally and in writing.
- Ability to plan and implement department and swimming pool practices and procedures.
- Ability to effectively supervise assigned pool staff.
- Ability to resolve customer complaints and concerns.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED.
- 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, 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.