**CITY OF DALTON GEORGIA**

**JOB TITLE**: Aquatics Manager

**DEPARTMENT:** Parks & Recreation

**REPORTS TO**: JDCC Facility Manager

**FLSA STATUS**: Hourly

**SUPERVISES**: Lifeguards & Pool Staff

**SAFETY SENSITIVE**: Yes

**DATE REVISED/REVIEWED: 10/05/2018**

**Purpose of Job**

Under direct supervision of John Davis Community Center Manager performs professional duties in supervision of the operations of the aquatic facilities (JDCC Pool & MGCC Splash Pad) through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics area within the facilities.

**Job Related Requirements**

**Typical Work Schedule:**

Pool and Splash Pad are open 7 days a week as well as for private parties from May through September.

Will be required to work on holidays and weekends.   
Long and arduous hours that are exempt from overtime.   
Must work cooperatively with others.

Safety is of utmost importance.

**Minimum Requirements to Perform Essential Job Functions**

* Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.
* Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.
* Must possess a valid Georgia driver's license.
* Certified as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO) is desired but not required.

**Essential Duties, Responsibilities:**

**The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Considerable knowledge in planning, organizing, and implementing aquatics programs.
* Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
* Ability to work with the public and possess excellent public relation skills.
* Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public*.*

**Knowledge, Skills and Abilities**

Examples Include:

* Schedules all Pool and Splash Pad activities and private rentals to ensure optimum pool usage; coordinates programming with supervisors and in keeping with community needs.
* Develops and schedules aquatic programming for the pool to include, classes, swim meets, water polo matches, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.
* Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.
* Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.
* Development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.
* Performs regular safety inspections of pool and splash pad equipment to reduce hazards and to provide maximum safety to the patrons.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED   
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be able to use body members to work, move or carry objects or materials. This position requires: standing, sitting, crouching, walking, talking, hearing, and seeing. Must be able to exert up to 50 pounds of force occasionally.   
**INTERPERSONAL COMMUNICATION:** Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes receiving assignments and/or directions from co-workers, assistants or supervisors.   
**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.   
**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively.  
**NUMERICAL APTITUDE**: Must be able to do basic math.

**TECHNOLOGY APTITUDE:** Must be able to use a computer and basic computer applications. Proficient in recreation based applications is expected.  
**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.   
**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear.

**Approved by:**

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**Department Head Name**

**Date Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**