

# 16 - \$18/hr.

**COLUMBIA CITY**  
**POSITION DESCRIPTION**  
An Equal Opportunity Employer

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**POSITION TITLE:** Aquatic Center Manager  
**CLASS TITLE:**

**DEPARTMENT:** Park Department  
**REPORTS TO:** Program Supervisor

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**EMPLOYMENT STATUS:** Full-Time

**F.L.S.A.:**

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**JOB RESPONSIBILITIES:**

Directs, organizes, and administers the City's Aquatic Center; interprets and follows federal, state, and local rules and regulations; may assist with fundraising activities; and develops budget.

**ESSENTIAL FUNCTIONS:**

Supervises the overall administration of the Aquatic Center; formulates and implements long-range plans in accordance with federal, state, and local laws and regulation; prepares payroll, and prepares work schedules.

Schedules all pool activities and private rentals to ensure optimum pool usage; coordinates programming with supervisors and in keeping with Center needs.

Develops and schedules aquatic programming for the Center to include, classes, swim meets, tournaments, swim lessons, lap swimming, and other aquatic programs as developed and assigned. Responsible for the summer swim team, attending swim team meetings, hiring swim team coach(s) and fundraising for events.

Oversees the skating rink hours and hires workers to maintain supervision over the rink. Responsible for the hockey leagues and open skating.

Hires (in conjunction with Human Resources), trains, and schedules qualified lifeguards, instructors and all other pool staff. Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff are maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.

Develops a lifeguard rotational system for monitoring the pool and all other operations.

Oversees recreational programs for citizens; promotes Aquatic Center activities among schools and civic groups.

Attends Park Board meetings when needed; meets with appropriate staff to make assignments; attends other required meetings on a weekly or monthly basis; demonstrates regular and predictable attendance.

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**OTHER DUTIES AND RESPONSIBILITIES:**

Manages the filtration system and other aquatic operating systems with the assistance of Maintenance staff. Maintains proper pool chemical balance along with cleaning and general maintenance of the aquatic Center.

Performs regular safety inspections of the pool and equipment to reduce hazards and to provide maximum safety to patrons.

Assists with coaching the youth swim program and high school program as needed; assists with swim meets, tournaments and other special events.

Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds promptly and appropriately.

Assists with other programs run by the Park Department.

Performs other related duties as required.

**POSITIONS SUPERVISED:**

Lifeguards, instructors, seasonal help, and other aquatic staff.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** 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; principles and practices of pool management; state and local codes and regulations of pools; Board of Health rules and regulations; public relations; IHSAA rules and regulations of swimming; basic water chemistry; safety rules and procedures; city and departmental policies and procedures; personnel practices; English grammar and spelling; records preparation and management; supervision; work force planning; employee training and development, and delegation.

**Skill in:** equipment used in swimming pools; and computer operation.

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Date Adopted: 9/12/2017

Date Revised:

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**Ability to:** carry out simple instructions; cooperate with co-workers on group projects; develop and maintain effective working relationships; communicate both verbally and in writing; create effective working relationships with employees and the public; demonstrate physical endurance and agility.

**EQUIPMENT OPERATED:**

Valves, pumps, filters, heaters, vacuum.

**WORKING CONDITIONS:**

Works outdoors, lifts, bends, stoops, and walks. Must be able to lift 20-50 lbs. and work flexible hours.

**QUALIFICATIONS:**

Any combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the work of this position.

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Valid driver's license preferred. Must have or be able to obtain a certification as an Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO) within a year of employment. Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, department head or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position, and will perform to the best of my ability, the job requirements specified in this position description.

\_\_\_\_\_  
Approval of Department Head

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date