

City of Wood River

Wood River Municipal Swimming Pool

Aquatic Manager

Overview

Responsible for all aquatic operations, including first aid, rotations, scheduling of lifeguards, water safety instructors, concession operators, staff training, limited pool maintenance and water chemistry.

General responsibilities

Display honest, trustworthy, and ethical behavior when dealing with internal and external customers. Establish and maintain cooperative working relationships with those contacted in the course of work.

Regular attendance that is punctual and dependable is required.

Establish work schedules including first aid, rotations, for lifeguards, water safety instructors, concessions, staff training, limited pool maintenance and water chemistry; working with employees to correct deficiencies.

Ensure that all rules and regulations are properly enforced.

Ensure that all accidents are properly taken care of and reported.

Coordinate the American Red Cross Swim Lesson Program.

Assist in the teaching of instructional swimming lessons and other programs related to the aquatic field.

Prepare long term and short term lesson plans; assist in the completion test sheets, record cards and certificates.

Follow the standards set down by the City of Wood River, American Red Cross and other governing aquatic agencies.

Exercise good public relations, provide information to the general public concerning programs and schedules, and as otherwise required.

Perform the surveillance necessary to prevent accidents by administering policies, procedures, rules and regulations governing the conduct of person using the pool(s).

Perform rescues and first aid within accordance of certification standards from the American Red Cross, City of Wood River and other governing agencies related to require certifications within the position.

Completion of administrative duties, pool log, attendance, accident reports, incident reports, and instructional records.

Perform required maintenance to ensure a safe instructional environment. (i.e. Pool Tests, Pool Fouling procedures, and ensure all equipment is properly stored at completion of each program.)

Report known or potential hazards, maintenance concerns, and unsafe conditions immediately to the Facility Manager.

Ensure that the lifesaving equipment is maintained, and available in proper order to implement trained rescue procedures.

Be identifiable as a City of Wood River employee at all times when instructing classes.

Perform other duties as assigned, which are directly related to major responsibilities of the job.

Reporting

Receives general supervision from the _____.

Exercises general supervision over assigned seasonal aquatics staff.

Knowledge, Skills and Abilities

Significant knowledge and experience in pool management operations.

American Red Cross Swim lesson programs.

Rules and regulations of pool safety and pool management operations.

Basic mathematical principles.

Principles and procedures of record keeping and reporting.

English usage, spelling, grammar and punctuation.

Modern office practices, procedures and equipment.

Ability to:

Learn, interpret and apply Federal, State, local and department policies, procedures, laws and regulations.

Maintain confidential data and information for executive staff.

Operate a variety of modern office equipment including a computer.

Communicate clearly and concisely, both orally and in writing.

Education, Training and Experience

Education and training equivalent to high school diploma, preferably 2-4 years college experience. Must be 18 years of age.

Licenses/Certifications/Registrations Required:

Possession of, or ability to obtain and maintain, a valid Nebraska driver's license.

Possession of, or ability to obtain, a Nebraska Certified Pool Operator Certificate.

Possession of, or ability to obtain, an American Red Cross Lifeguard Certificate.