

CITY OF MASON CITY
Position Description
(Temporary Seasonal)

JOB TITLE: Aquatic Center Manager

REPORTS TO: Aquatics Coordinator & Recreation Superintendent

SUPERVISES DIRECTLY: Head Lifeguards (2)

SUPERVISES THROUGH SUBORDINATES: Full time Guards (12)
Part time Guards (12)

PURPOSE OF THE POSITION:

To plan and supervise the entire operation of the Aquatic Center

ESSENTIAL RESPONSIBILITIES:

Recruits, selects and employs personnel, subject to Park and Recreation Board approval, when necessary. Administers the budget as enacted by the City Council, acting at all times in accordance with policies of the Park and Recreation Board.

Conducts a broad program of activities and services for all citizens, and coordinate activities with special interest groups.

Make recommendations to Program Coordinator and Superintendent on conditions, policies and programs. Responsible that Aquatic Center meets safety rules and guidelines.

Prepare Aquatic Center for seasonal opening and closing.

Prepare guard schedule and rotation plan.

Deliver receipts and deposits to City Hall on a daily basis.

Order chemicals and cleaning supplies as needed.

Take water tests, document and make necessary adjustments.

Backwash filters as needed.

Conduct continuous in-service training, including compliance with all city safety regulations.

Establish and maintain a program for the use of volunteers where possible.

Maintain a cooperative relationship with various civic, schools, county and other agencies of the community.

ESSENTIAL DUTIES:

Operate and repair various pool equipment.

Supervise personnel, delegate and manage.

Work with public, and various special interest groups.

Be responsible for meeting state pool regulations, and have knowledge of pool chemistry.

Keep accurate records.

PHYSICAL DEMANDS:

Lift 50 pounds, stooping, climbing, and handwork with tools. Walk, stand, talk, hear, see and grasp in any given situation

ENVIRONMENTAL CONDITIONS:

Work inside and outside. Usually hot, sunny and humid conditions with a possibility of threatening weather conditions. Work around and with various hazardous chemicals.

Position Description – Aquatic Center Manager (Page 2)

MATH SKILLS:

Add, subtract, multiply, divide, figure percentages and equivalents in monetary amounts.

LANGUAGE SKILLS:

Read instructions, rules, etc. Be able to communicate thoughts and ideas clearly.

SPECIFIC VOCATIONAL PREPARATION:

High school graduate. Two years college in public administration preferred but not required. Three years experience in pool operation.

THE FOLLOWING LICENSES OR CERTIFICATIONS ARE REQUIRED BEFORE BEING HIRED:

1. Current CPR and First Aid.
2. Prefer Certified Pool Operators License (CPO) or willing to obtain.
3. Life guarding Instructor (LGI)
4. Water Safety Instructor (WSI)

It is understood that these guidelines are not intended to be all-inclusive and are subject to change as needed from time to time by the Park and Recreation Board, Program Coordinator or Superintendent.

Effective Date: March 2008