

**CITY OF ST. JOHNS
PARKS AND RECREATION
JOB DESCRIPTION**

Title: Aquatic Director/Pool Manager

Qualifications:

- High School diploma or GED.
- Must also have a valid state driver's license or ability to obtain one.
- Certified in First Aid and CPR and CPR for the Professional Rescuer.
- An equivalent combination of education and experience in the Aquatic Field.
Accommodations may be exercised that will allow a reasonable amount of time to obtain current certifications.
- Certified Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO).
- Certified Water Safety Instructor (WSI).

Reports To: Director of Parks and Recreation Department.

Performance Responsibilities:

- Manages and supervises assigned operations to achieve goals within the available resources.
- Provides leadership and direction in the development of short and long-range plans.
- Works well with a budget; performs cost-control activities; prepares annual budget requests.
- Provides professional advice to support staff; makes presentations to staff, boards, commissions, civic groups and the public.
 - Communicates official plans, policies and procedures to staff and public.
- Demonstrate a thorough knowledge of water chemistry, sanitation and filtration.
 - Operate pool filtration system and other aquatic operation systems with the assistance of the Building Maintenance worker.
 - Perform regular safety inspections of equipment and pools to reduce risk of hazard.
 - Knowledge of Federal, State and Local Safety Regulations for operations of a public swimming pool and public shower areas.
- Ability to plan, organize, coordinate and implement aquatic programs as well as maintain a comprehensive community swimming pool.
 - This includes scheduling private rentals, swim team and swim meets, swim lessons, water aerobics, and other public programs.
- Ability to coordinate, analyze and utilize a variety of reports and records.

- These include but are not limited to: billing invoice, preparing reports, and registering/updating employee information with American Red Cross.
- Will use: typewriter, personal computer, word processing software, calculator, copy/fax machine, phones, mobile or portable radio, pool chemical control unit, and automobiles.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies and the public.
- Working knowledge of swimming pool filters, mechanical systems and the use of chemicals to maintain sanitary water chemistry.
- Assists in hiring, training and scheduling qualified lifeguards, instructors, and all other pool staff; directly supervises said staff.
- Conducts staff training.
 - Water Safety Instructor , Lifeguard Training, CPR and First Aid training.
- Develops lifeguard deck rotational system for monitoring pools and other pool deck operations.
- Required to work near and with moving mechanical parts and toxic fumes and harmful substances.
- Required to work in environment that may be either quiet or noisy.
- Required to work in all-weather conditions and in humid, wet and warm conditions in pump rooms.
- Often required to sit, stand, walk, stoop, kneel, or use hands and arms to reach in and feel different mechanical parts and machines.
- Must be able to lift and move upwards of 50 pounds.
- Has good vision: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Terms of Employment: Seasonal. Salary: \$12,874 - \$16,310.

Evaluation: Works under the broad policy guidance and direction of the Parks and Recreation Department Director and the City of St. Johns.