

Job Description

AQUATICS COORDINATOR

The City of Maricopa is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Management's vision is "to be open, responsive and accountable while serving the public with integrity."

Job Description

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of a newly incorporated city.

General Purpose

The purpose of this position is to manage the programming and operations of the aquatic center in the Copper Sky Multi-gen/Aquatic Center. This is accomplished by supervising staff, developing various aquatics programs, maintaining records and performing pool maintenance checks daily. An employee in this class may be assigned to other duties in the City's Community Services Department.

Essential Duties:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Prioritizes tasks, prepares schedules, supervises, trains and coaches aquatic staff. Determines staffing needs and makes recommendations to supervisor as needed;
- Schedules usage of aquatic facilities. Coordinates day-to-day operation of the City's aquatic center. Plans, organizes and conducts pool facility events and staff in-Service training;
- Coordinate and schedule daily pool maintenance including monitoring pool chemical levels, vacuuming, and minor equipment maintenance and repair. Ensures sufficient inventory of supplies and equipment;
- Participates in the development and administration of aquatics budget. Assists with developing cost estimates and justifications for budget recommendations, and the monitor

and control of applicable program revenues and expenditures. Research and evaluate equipment needs for the facility and make recommendations to supervisor;

- Responsible for staff timesheet verification and submission. Ensures lifeguard and swim instruction certifications of staff are up to date at all times.
- Collaborates with community groups, including schools, to promote aquatic and community service programs. Represents City at various community and professional committees related to area of responsibility. Responds to program-related inquiries and concerns from staff, citizens, participants, contractors, etc.; resolves complaints and/or problems associated with aquatic programs and facilities. Prepares written reports and correspondence;
- Communicates and enforces policies, rules, regulations, and ordinances governing the conduct of people using the aquatic facilities. Communicates and enforces policies, rules, regulations, and ordinances governing the conduct of aquatic staff;
- As needed performs rescue operations and administers artificial respiration, CPR, and first aid and teaches aquatic programs;
- Conducts inspections to ensure compliance with program and safety policies and procedures;
- Documents accidents and other incidents according to procedures.
- All other duties as assigned

Minimum Qualifications

Position requires a Bachelor's degree, three (3) years aquatic or recreation program experience including lead or supervisory experience as a pool manager, assistant pool manager. Must possess a valid Arizona driver's license.

Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Certifications:

1. Red Cross or Starfish Lifeguard training certificate
2. CPR for the professional rescuer
3. First Aid
4. AED
5. Red Cross or Starfish Water Safety Instructor

Primarily a pool setting as well as exposure to weather conditions. A flexible schedule often involving evening, weekend and holiday work is required.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- City policies and procedures.
- Pool rules/regulations and applicable federal, state and local laws and regulations.
- Principles and practices used in swimming instructions and lifesaving methods and procedures, including first aid, Automated External Defibrillator (AED) and standard resuscitation measures.
- Swimming pool maintenance, operations and safety.
- The principles of record keeping and records management with ability to prepare clear, concise and complete documents, reports and correspondence.

Skills required:

- Staff supervision and training.
- Acting quickly and calmly in emergency situations.
- Performing rescue operations and administering First aid and CPR (AED).
- Lifting 50 pounds

Ability to:

- Verbally communicate clearly and concisely.
- Exercise sound judgment within departmental guidelines and respond appropriately to community issues and concerns.
- Establish and maintain cooperative working relationships.
- Operate standard office equipment and a computer using various software programs.

Supervision Exercised:

This employee supervises swim coaches, aquatic instructors and lifeguards.

Performance Aptitudes

Physical Ability:

Sufficient clarity of hearing, with or without reasonable accommodation, which permits the employee to discern and dispense verbal instructions and interact with the general public;

Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written material and instructions and discern, supervise, and react to physical activities;

Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate audio visual and office equipment;

Sufficient body flexibility, agility, and stamina to supervise the aquatic facility and programs.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.