

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### DIRECTOR-AQUATICS CENTER

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#### **DEFINITION:**

Under the direction of the Director-Community Education, plan, organize, control and direct the daily operations, programs and activities of the Aquatic Center; coordinate and direct swimming pool functions to ensure the safety of swimming activities; ensure pool facility and related activities comply with established laws, codes, rules, regulations, policies and procedures; conduct daily inspections of pool water and maintain proper chemical balances; train, supervise and evaluate the performance of assigned personnel.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, control and direct the daily operations, programs, classes and activities of the Aquatic Center; oversee the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment to ensure safe and sanitary conditions.
- Train, supervise and evaluate the performance of assigned staff and instructors; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; create work schedules for pool staff, lifeguards and instructors.
- Provide technical expertise, information and assistance to Administrators and others regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
- Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.
- Coordinate and direct swimming pool functions to ensure the safety of swimming activities; monitor swimming facility to ensure compliance with local and State health and safety standards; coordinate aquatic safety programs; oversee the preparation of safety education materials; ensure proper pH and chemistry levels of pool water.
- Supervise the preparation of swimming pool and surrounding areas for swim meets, classes and other athletic events as directed.
- Develop and prepare the annual preliminary budget for the Aquatics Center; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process invoices and arrange payments for outside contractors and agencies as directed; prepare monies for bank deposits.
- Research and estimate labor, materials and equipment needed for assigned activities and projects; monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment; ensure proper storage and disposal of pool maintenance chemicals.
- Coordinate and manage the development and implementation of program guidelines, goals, objectives and procedures to enhance recreational and aquatic activities for the community.
- Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Perform life guarding, maintenance and swim instruction duties as needed.
- Administer first aid and CPR as needed; train personnel in proper first aid and CPR techniques.
- Operate a variety of power-driven equipment, testers, gauges and small hand and power tools; troubleshoot pool equipment malfunctions.
- Attend and conduct a variety of meetings and trainings as assigned.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

- Any combination equivalent to: Bachelor's degree in a related field and five (5) years increasingly responsible pool maintenance and operations experience.

### Licenses and other Requirements:

- Valid Utah State Class D Driver's License.
- Valid Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) certification.
- Valid First Aid/CPR certification.
- Valid Lifeguard Instructor Trainer certification.
- Criminal Justice Fingerprint/Background Clearance.

### Knowledge of:

- Planning, organization and direction of the daily operations and activities of an aquatics center.
- Principles and practices of administration, supervision and training.
- Practices and procedures of managing aquatic programs.
- Applicable laws, codes, regulations, policies and procedures.
- Budget preparation and control.
- Proper principles of water flow and chemistry of swimming pool water.
- Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools.
- Operation of a variety of power-driven equipment, testers, gauges and small hand and power tools.
- Health and safety regulations.
- Oral and written communication skills.
- Record-keeping techniques.
- Basic mathematics.
- First Aid/CPR techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

### Ability to:

- Coordinate and direct swimming pool functions to ensure the safety of swimming activities.
- Train, supervise and evaluate the performance of assigned staff.
- Oversee the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment.
- Ensure proper chemistry of swimming pool water.
- Estimate and order required supplies and equipment.
- Operate a variety of power-driven equipment, testers, gauges and small hand and power tools
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Administer first aid and CPR.
- Direct the maintenance of a variety of reports, records and files related to assigned activities.

## **WORKING CONDITIONS:**

Work Environment:

- Indoor/Pool environment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate hand and power tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and perform maintenance and repair duties.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

Hazards:

- Working around and with machinery having moving parts.
- Hazardous chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA STATUS:**

**APPROVAL DATE**

**SALARY GRADE**

**Exempt**

**Director**