

**MAJOR FUNCTION**

This is responsible professional, administrative and supervisory work in directing the aquatics activities for the City swimming program. Work in this class involves responsibility for the planning, maintenance, scheduling, promotion, and administration of a comprehensive aquatics program including selection, placement, training, safety, and discipline of assigned personnel. Work in this class requires extensive public contact and is performed under the general supervision of the Superintendent-Athletics, who establishes divisional policies and directives, but the employee must exercise considerable independent judgment and initiative in carrying out assignments. Work is reviewed through conferences, analysis of reports and field inspections.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, supervises, coordinates and reviews the work of personnel using effective methods of activity, leadership and instruction. Prepares annual budgets for the units of aquatics and minor sports and is responsible for all new construction in these units. Is responsible for all aquatics activities including competitive, recreational, instructional swimming and the safety and maintenance of facilities and equipment. Coordinates the aquatics capital projects. Supervises, coaches and instructs various certification courses. Maintains, purchases, and repairs City swimming facilities and their support functions, including chemical and mechanical expertise. Coordinates Hilaman Golf Course and Forest Meadows aquatics facilities. Promotes and publicizes all activities in the aquatics and minor sports units. Handles aquatic special events. Assists in overall athletic division program. Recommends the selection, transfer, promotion, grievance resolution, discharge or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Provides in-service and continuous certification and training for staff. Performs related work as required.

**Other Important Duties**

Coordinates repairs and promotions for four physical fitness trails. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of water treatment (chemical and mechanical), state and local safety and health codes, regulations for operations, and construction of pool facilities. Considerable knowledge of the facilities and equipment needed in an aquatics and minor sports program. Considerable knowledge of the objectives and principles in the administration of public recreation programs. Considerable knowledge of policies, procedures, and practices of the department. Considerable knowledge of the budget process and the principles and practices of office management. Ability to enforce rules and regulations with tact, firmness and impartiality and to resolve differences of participants. Ability to plan, assign, coordinate, train and supervise employees in a manner conducive to full performance and high morale. Ability to prepare reports and express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work.

**Minimum Training and Experience**

Possession of a bachelor's degree in leisure services, recreation, physical education or a related field and two years of professional experience that includes the operations and maintenance of swimming pool facilities and teaching and coaching in other recreational areas; or an equivalent combination of training and experience.

Necessary Special Requirements

Current CPR, Water Safety Instructor, and Advanced Lifesaving Certificates required at time of application.

Must obtain a Pool Operator Certificate within six months of employment as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 08-01-85

Revised: 12-10-85

01-24-90

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