



# JOB DESCRIPTION

<b><u>Job Title:</u></b>	<b>Aquatics Specialist</b>
<b><u>Department:</u></b>	<b>Parks &amp; Recreation Department</b>
<b><u>Reports To:</u></b>	<b>Aquatics Supervisor</b>
<b><u>Overtime Classification:</u></b>	<b>Non-Exempt</b>
<b><u>Date:</u></b>	<b>Revised September 2015</b>

## **Definition:**

Oversee daily operation of the Covington Aquatic Center. Supervise and provide support to Aquatics Division staff, and develop, plan, implement, coordinate, promote, and evaluate aquatics programs and special events. Coordinate departmental and interdepartmental communication and support for aquatics staff and programs. Assist in the development of, implement and enforce Aquatics Division policies and procedures. Must be able to work in a high-paced environment and effectively manage a sizeable workload. This position will sometimes require work hours to be outside of the normal work schedule, including evenings and weekends. This is a full-time (40 hours per week) position, which is FLSA-covered and eligible for overtime compensation.

## **Supervision:**

Work under guidance and supervision of the Aquatics Supervisor.

## **Essential Job Functions:**

- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of Aquatics Division staff, and general customer service.
- Coordinate Aquatics customer service, customer accounts, record-keeping, registration procedures, facility reservations and scheduling, POS systems and revenue collection procedures.
- Promote water safety education, health and fitness, and recreation through aquatic activities.
- Supervise and provide support to Aquatics Division staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
- Coordinate the Aquatics Volunteer Program and the Aquatic Volunteer Academy.
- Assure proper training and certification of staff per applicable regulations and per City policy.
- Assist with scheduling of programs and use of the aquatic facility.
- Coordinate specialized services, scheduling and billing procedures for third-party programs at the Covington Aquatic Center.
- Coordinate Aquatics programs in ActiveNet and implement, as needed.
- Assist with planning, developing, implementing and enforcing internal operating policies and procedures for the Aquatics Division.

- Perform the duties of a lifeguard, instructor or other program staff, as needed.
- Respond to emergencies and other situations, as authorized and as needed.
- Participate in the development of the Aquatics Division budget.
- Perform basic maintenance of the aquatic facility building, equipment, and aquatics systems.
- Responsible for facility maintenance and emergency response in the absence of the Aquatics Supervisor.
- Driving is essential to perform job functions (see Special Requirements).

**Secondary Job Functions:**

- Perform other related duties, as assigned.

**Qualifications:****Knowledge of:**

- Aquatic programs; swimming lessons, water exercise, etc.
- Facility scheduling.
- Lifeguard techniques and principles.
- First aid and CPR/AED.
- Basic technical aspects of aquatic facility operation, sanitation, and maintenance.
- Management and supervisory techniques and principles.
- Effective public relations techniques and principles, including skill in working with diverse populations and cultures.
- Conflict resolution skills.
- City's policies and procedures.
- Special event coordination.
- Budgeting techniques and principles; mathematical skills.
- Personal computer and applicable software.

**Ability to:**

- Effectively train and lead Aquatics Division staff; plan, schedule, and review subordinate staff work.
- Enforce aquatics program safety practices.
- Establish and maintain effective working relationships with fellow employees and the general public.
- Communicate effectively, both verbally and in writing.
- Effectively resolve conflicts in a positive manner.
- Work under pressure with interruptions and challenging deadlines.
- Utilize personal computer and applicable software to fulfill requirements of the position.

**Education and Experience:****Minimum Criteria:**

Bachelor's Degree in Recreation or Recreation and Park Administration, and at least one year of relative full-time work experience related to aquatics; or an equivalent combination of education and experience which would provide evidence of the skills, knowledge and abilities required to perform the job functions.

**Preferred Criteria:** *(In addition to Minimum Criteria)*

Aquatic Facility Operator certification, and knowledge and abilities required to perform basic facility maintenance. Experience with administrating recreation software and program scheduling.

**Special Requirements:**

- American Red Cross Water Safety Instructor certification.
- American Red Cross Water Safety Instructor Trainer certification.
- American Red Cross Lifeguard certification.
- American Red Cross Lifeguard Instructor certification.
- Northwest Lifeguard certification or Northwest Lifeguard Test Administrator.
- Possession of a valid Washington State driver's license or ability to obtain one within one month.
- Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Covington.

**Physical Demands and Work Environment:**

- **Constant Demands:** Sitting, talking, hearing, seeing, standing, walking, stooping, kneeling, swimming, balancing.
- **Frequent Demands:** Driving, climbing, crawling, pushing, pulling, feeling, reaching, lifting, grasping, twisting above the waist and reaching, bending at waist, repetitive hand and arm motion, and fine finger manipulation in the use of a computer.