

AQUATICS COORDINATOR

Department: Recreation/Parks **Classification/Grade:** 19
Division: Recreation **FLSA Status:** Non-Exempt
Reports to: Recreation/Parks Director **Date Approved:** _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Responsible for the overall maintenance and cleanliness of the City operated swimming pools/aquatic facilities, safety of personnel and of patrons, training and supervision of part-time aquatic personnel, overseeing swim lessons instruction, actively working lifeguard, and organizing, coordinating or assisting other aquatic programs and special event programs, including the swim team. Provides quality customer service.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Understand and perform required and routine maintenance of City swimming pools; Perform or recommend the repair or replacement of pool system components or equipment; Regularly inspect all pool equipment including pumps, chlorination, filtration, pneumatic, solar and boiler systems and related electromechanical equipments for proper operations; Plan and implement a preventative maintenance program; and inspect any completed work to assure proper maintenance or repairs have been made.
3. Recommend ordering and maintain inventory of materials, parts, supplies and chemicals; Coordinate propane gas service; Interpret maintenance manuals and schematic diagrams; Maintain records of work performed, status, special projects, accident and vandalism reports.
4. Dispense chlorine, caustic soda and muriatic acid to adjust water chemistry.
5. Plan and supervise the work of assigned personnel. Train personnel in the operation, safety and proper use of chemicals; Enforce safe work practices.
6. Assist in establishing goals, identifying new programs, budget preparation, and hiring, discipline and appraisal of part-time or contract staff.
7. Oversee the instruction of all levels of swim lessons according to American Red Cross standards.
8. Assist in organizing and supervising water carnivals play days, sports contests and other aquatic special events. Assist in coordinating activities and swim meets of Mesquite swim team.
9. Responsible for the proper maintenance and sanitary operations of the pool. Make frequent facility and equipment checks for safety.
10. Responsible in pool cleaning and maintenance work associated with the swimming pools, pool decks, locker rooms, adjoining facilities, equipment, and furniture.
11. Maintain pools and facilities to meet all applicable Clark County Health District codes.
12. Prevent injuries and accidents through the enforcement of City and pool safety rules, regulations and policies.
13. Monitor swimming and other pool activities to prevent injuries and accidents.
14. Make reports on maintenance, attendance and activities at the swimming pools/aquatic facilities.
15. Rescue person in distress and render latest approved First Aid and artificial respiration procedures, if necessary.

16. Help recruit, train, and certify new lifeguards. Hold regular lifeguard in-service training workshops.
17. Take water samples to test free chlorine, PH, total alkalinity, and calcium by using various chemical solutions and test kits.
18. Maintain a high level of communication with patrons, staff, media, supervisors, and other department staff.
19. Researches new operational techniques, methods and equipment, and recommends their application.
20. Investigate complaints regarding the pools and make necessary adjustments
21. Work flexible hours that will include evenings, weekends, split shifts and holidays.
22. Be dependable and meet acceptable attendance requirements at all times.
23. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Water safety rules, lifesaving techniques and Standard Red Cross first aid practices.
- Methods, practices, procedures, techniques, standards, tools and equipment used in the operation, maintenance and repair of large public swimming pool systems.
- Occupational hazards and health and safety requirements.
- Chemical water treatment systems and pool water testing.
- Practices of effective employee supervision
- Proper cleaning, maintenance and repair of pool, decks, restrooms, slide, ladders, starting blocks, diving board, and other related pool equipment.
- Vacuuming and backwashing techniques.
- Water hazards, life saving techniques and cardiopulmonary resuscitation.

Ability to:

- Make correct decisions and act quickly in emergencies. Exercise independent judgment.
- Enforce personnel rules, safe working practices and procedures.
- Demonstrate swimming strokes and lifesaving techniques.
- Interpret policies and procedures.
- Maintain, repair, and diagnose problems relating to pool operating systems.
- Plan and implement a year-round maintenance program, including regular inspections.
- Identify and handle problems.
- Demonstrate good public relations and communications skills.
- Able to follow oral and written instructions.
- Prepare clear and concise records, reports, correspondence and other written materials.
- Establish and maintain effective working relationships with the public and other personnel.
- Supervise, train and evaluate work of assigned personnel.
- Motivate self, be enthusiastic, and demonstrate and maintain a teamwork attitude.
- Operate a computer and applicable software for programs and records.
- Work flexible hours, evenings, weekends and holidays

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

- Education: High School diploma or G.E.D.
- Experience: Minimum two (2) years experience and training in the operations, maintenance and repair of swimming pool systems, aquatic programming, and lifeguarding. Supervisor and swim instructor experience is desirable.
- License or Certificate: Must possess the following current certificates at time of appointment and continuously throughout employment, a valid Nevada Class “C” driver’s license; Clark County Health District Pool Operator permit (or obtain within 90 days of employment); Lifeguard and Lifeguard Trainer certification; current First Aid and CPR certificates; and Water Safety Instruction certificate (or obtain within 120 days of employment). An Aquatic Facility Operator certification through the National Recreation and Parks Association or Pool/Spa Operator certification through National Swimming Pool Foundation is highly desirable.

WORKING CONDITIONS:

Work is performed under the following conditions.

Subject to high levels of public contact and frequent interruptions; work closely with others. Subject to call during non-working hours

Physical Requirements:

Conditions include constant bending, reaching, walking, standing or sitting for extended periods of time where employees are exposed to excessive noise, sun and wind during operation of outdoor pool, frequent climbing, kneeling, stooping, and bending; moderate mental effort required. . General manual dexterity, audiovisual and linguistic acuity are required. Learn through oral instruction in and on-the-job training setting. Must be able to carry/lift/push or pull loads up to 100 lbs. Some work is performed under the hazardous conditions of toxic chemicals.

Job Hazards/Risk Factors:

Employee risks physical hazards from mechanical and electrical equipment, exposure to pool chemicals, working in and around chemicals and hazardous gases.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2005
July 2008(Grade)