

SAMPLE JOB DESCRIPTION ONLY
The Woodlands Township, TX

Job Title: Aquatics Superintendent
Department: Parks and Recreation Department
Reports To: Parks and Recreation Director
FLSA Status: Exempt
Revised By: Chris Nunes, Parks and Recreation Director
Revised Date: August 2009
Approved By: Susan Welbes, HR Director
Approved Date:
Effective Date: January 1, 2010

SUMMARY

Under general supervision, plans, coordinates, directs and supervises the operations, personnel, programs and activities of the community's aquatic facilities and Riva Row Boat House.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:
(Other duties may be assigned)

Manage and direct the activities of the Aquatics Division which includes all lifeguarding staff, aquatic operations and aquatics programs and Riva Row Boat House.

Develop, implement and monitor the annual operating and capital budgets.

Coordinate a comprehensive series of aquatic programs including but not limited to: swim lessons, swim teams, and aquatic special events.

Develop aquatics policies, procedures, rules and regulations and ensure their enforcement.

Train subordinates in the technical aspects of swimming pool operations and maintenance.

Coordinate professional training and certification for staff; may need to perform the duties of guard or instructor as needed

Interview and select new employees; prepare required and special reports relative to the performance of aquatics personnel resources and expenses/revenue.

Prepare time cards and payroll reports for employees under supervision.

Monitor daily, monthly and annual records of revenue, expenditures, monitor cashiering and other administrative reports as needed.

Develop, implement and facilitate the Aquatics Division Business, Operational Plan and Boat House Plan.

Coordinate pool operations and maintenance staff to ensure proper water conditions, pump and filter maintenance and all mechanical systems of the pools

Inspect the pools, water features and equipment regularly and recommend improvements.

Assist in performing minor physical plant repairs as needed

Direct and supervise aquatic and boat house programs.

Direct and supervise the maintenance of pool chemistry to include ordering of chemicals, daily testing and reporting of readings in order to promote a safe and clean environment.

Inspect and analyze work methods, levels of productivity, maintenance standards and institute improvements for greater efficiency, economy, and quality; maintain records and make reports.

Observe and enforce safety precautions and safety rules and regulations; require safe working procedures by subordinates; maintain work areas in a clean, safe and orderly condition; operate maintenance equipment as required.

Participate in emergency response activities.

Coordinate and work cohesively with the Parks Operations Division, to successfully develop and implement the annual and day-to-day ready maintenance of aquatic facilities.

Coordinate and work cohesively with the Recreation Division for aquatic programming and pool pass sales.

This position is to be included in the on-call rotation for the Parks and Recreation Department.

MANAGEMENT AND SUPERVISION

Directly supervises employees in the Aquatic's division. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, performance evaluation, and realigning work and staff assignments as needed.

Work performed by those being supervised is complex.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree in Recreation, Physical Education or related field plus over three years up to and including five years experience in developing, promoting and implementing successful aquatics programs/activities and pool management with two (2) years supervisory experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess or obtain within first ninety (90) days of employment a valid Texas CDL driver's license and meet the driver safety policy requirements. Must possess or be able to obtain an Ellis and Associates Lifeguard Instructor certification; and a Certified Pool Operator and Aquatics Facility Operator are required. CPRP preferred.

HUMAN COLLABORATION

Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.

Likely impact on the organization is high

FREEDOM TO ACT

Receives Limited Direction: The employee performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be review upon completion. Performance reviewed periodically.

The impact of action is significant: Considerable benefits or costs in time, money or public/employee relations.

TECHNICAL SKILLS

Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and /or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Consequences of work affect large groups as well as the customer-base at large.

BUDGET RESPONSIBILITY

Oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendation for organization-wide budget expenditures.

Size of budget is substantial.

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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to walk. The employee is occasionally required to stand; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to high, precarious places. The employee is occasionally exposed to risk of electrical shock.

Satisfactory: Occasional exposure to unpleasant environmental condition and/or hazards. Occasional outside work and the noise level in the work environment is usually loud.

Job description reviewed by the department: _____
Parks and Recreation Director Date

Job description reviewed by the HR Department: _____
Human Resources Department Date