

**CITY OF MIAMISBURG  
PARKS AND RECREATION DEPARTMENT  
POSITION DESCRIPTION**

Class Title:	Assistant Aquatic Facility Manager	Civil Service:	Unclassified
Department:	Parks and Recreation	Bargaining Unit:	N/A
Division:	Operations	FLSA Class:	Exempt
Hour:	Seasonal	Location:	Sycamore Trails Aquatic Center

**General Purpose:**

This position is responsible for overseeing the deck and water quality operations at the Aquatic Center.

**Educational & Experience Requirements:**

A minimum of two season's experience as a Lifeguard or Cashier; or one season as Head Cashier or Head Guard; or other Assistant Manager position.

Successfully complete Jeff Ellis & Associates International Pool and Water Park Lifeguard Training Program including both practical and written test processes.

**Position Qualifications:**

Basic understanding of chemical processes, water safety and current or previous lifeguard or Water Safety Instructor license holder in a licensed certification program.

Basic understanding of food and money handling procedures, ability to add and subtract and make correct change. Knowledge and familiarity with computers.

Ability to train, lead and provide direction to seasonal staff.

**Supervision Received:**

Works under the guidance and direction of the Aquatic Facility Manager.

**Supervision Exercised:**

Interviews, supervises, trains and evaluates aquatic facility employees; makes recommendations to the Aquatic Facility Manager for disciplinary action.

**Position Responsibilities:**

Responsible for the overall management of the aquatic facility; including supervision of all seasonal facility staff, management and care of deck equipment, management and care of all equipment, cleanliness of areas including deck area, concessions and admissions; cleanliness and orderliness of facility entrance, bathhouses and sand volleyball/play area, and providing excellent customer service at all times.

Under the guidance of the Aquatic Facility Manager, create a program for staff training for all positions, and conduct in-service training for Cashiers and Attendant staff a minimum of once every month. Ensures that staff is knowledgeable and prepared to effectively implement and enforce all facility rules and regulations.

Effectively manages staff while on duty and maintains efficient staffing levels at all times. Uses fairness, equality and prudent judgment when reducing staffing levels during the operations of the Aquatic Center. Works with the Aquatic Facility Manager to address employee behavior issues in a timely manner.

Assists with conducting lifeguard training. Assists Aquatic Facility Manager in planning, conducting, and evaluating weekly lifeguard in-service trainings.

Responsible for maintaining current Adult, Child, and Infant CPR Certification, as well as current First Aid and A.E.D. Certifications. May be required to successfully complete Jeff Ellis and Associates International Lifeguard Training Program Instructor course.

Performs facility safety inspections as part of the opening and/or closing duties to the facility. Check bottom of pool when closing in evening and/or opening in the morning. Informs Aquatic Facility Manager of hazardous areas and repairs needed in a timely manner. In the case of emergencies, contacts the appropriate Parks and Recreation Department staff.

Responsible for maintaining safe and appropriate crowd levels within the facility. Exercises sound judgment in enforcing crowd control policy.

Responsible for becoming knowledgeable on the operations of the software database and generating reports to extract pertinent information for monthly reporting requirements.

Responsible for becoming knowledgeable on the operations of food preparation equipment, proper handling, cleaning and storage of equipment, including Health Department requirements.

Responsible for ensuring high standards are met regarding overall facility cleanliness, particularly bathhouses. Responsible for ensuring paper products are stocked in bathhouses at all times. All janitorial supply requests are to be submitted to the Aquatic Facility Manager in a timely manner.

Responsible for working closely with the Administration Office Assistant to address any financial discrepancies in the daily paperwork of the facility, and responds in a timely manner.

Oversees the management of the facility rental and group rate program; including answering rental inquiries, preparing invoices, tracking payments, and scheduling group uses.

Responsible for managing the appropriateness, cleanliness and upkeep of all admissions area sign inventory, including the booth windows, the facility entrance sign on Heincke Rd., and the marquee on the corner.

Responsible for placing food product and operational supply orders. Exercises good judgment when placing orders considering storage space available, current stock, and expected customer demand. Maintains adequate levels of supplies, and ensures that all products are on-hand at all times.

Performs area inspections as part of the opening and/or closing duties to the concessions area. Informs Aquatic Facility Manager of hazardous areas and repairs needed in a timely manner.

Conducts concessions products inventory once weekly, and submits summary report to Aquatic Facility Manager. Conducts admissions area inventory once weekly, and submits supply and equipment requests to Aquatic Facility Manager. Keeps Aquatic Facility Manager informed of any problems/issues with equipment in a timely manner.

Performs hourly water chemical tests and records as required. Records required equipment readings in proper locations in a timely manner. Follows all established procedures when handling chemicals and any other hazardous materials.

Submits supply and equipment requests to Aquatic Facility Manager. Submits maintenance requests according to the appropriate procedure.

Assigns opening and closing duties to Lifeguard and Facility Attendant staff. Creates Lifeguard and Facility Attendant rotation upon opening of facility in the morning.

Checks the proper maintenance of the lifeguard equipment, and records as required. Checks the proper maintenance of the equipment in the admissions area and concessions area, and records as required.

Completes required reports and submits to the Aquatic Facility Manager in a timely manner.

Continually emphasizes quality customer service. This includes staff/customer interaction, and the cleanliness of the Aquatic Center and its surrounding grounds.

Performs mid-season and end-of-season employee performance appraisals. Conducts one-on-one meetings with staff to verbally present appraisals.

Schedules staff on a monthly basis. Schedules are to be submitted to the Aquatic Facility Manager for approval a minimum of two weeks prior to the start of each month.

Assists in the Emergency Action System (EAS).

Assists in conducting special events.

Is well groomed at all times. Wears a city-issued uniform at all times while working. Maintains a professional appearance.

Performs Lifeguard and Facility Attendant duties and other assigned duties as needed.

Performs all other duties as assigned.

**Special Requirements:**

Maintain a valid Ohio Driver's License

**Tools & Equipment:**

Personal computer, including word processing, spreadsheets, database software, computer

hardware, printer, fax copier, telephone, answering machine, portable radio, credit card machine, keys.

Lifeguard stands, Shepard crooks, rescue tubes, AED, pool vacuum, bag valve, pocket masks, general first aid supplies, sun protection

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently required to walk, sit, talk, or hear. The employee will be required to use hands and fingers to perform rescue procedures to assist persons in water crisis, and reach with hands and arms. The employee is frequently required to climb, balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift 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 an ability to adjust visual focus.

**Work Environment:**

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 consistently works in outside weather conditions. The employee is consistently exposed to wet and/or hot, humid conditions. The noise level in the work environment is moderate.

**Selection Guidelines:**

1. Post position and advertise in web site, local paper, high school, and colleges and universities.
2. Formal application, oral and/or written interview and reference checks.
3. Successful completion of lifeguard certification process.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

The job description does not constitute an employment agreement between the City and employee and is subject to change by the City.