



CLEARFIELD, CITY OF (UT)
invites applications for the position of:

Aquatics Operations Coordinator

SALARY: \$20.24 Hourly
OPENING DATE: 01/11/21
CLOSING DATE: 01/25/21 10:59 PM
GENERAL PURPOSE:

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Performs a variety of **general administrative and first-line supervisory** duties as needed to organize and coordinate the day-to-day maintenance, operations, and aquatics services of the Clearfield Aquatic and Fitness Center.

SUPERVISION RECEIVED

Works under the general supervision of the Aquatic Supervisor and Aquatic Center Manager.

SUPERVISION EXERCISED

Operations: Provides close to general supervision to Head Lifeguard(s) and Lifeguard(s).

Programs: Aides in the supervision of to Swim Training Specialist(s), Water Safety Instructor(s), and swim team staff.

EXAMPLES OF DUTIES:

Operations

Supervise and coordinate competitive and recreational aquatic facilities to include safety, sanitation, and maintenance of all aquatic spaces, related physical and mechanical pool filtration systems and competitive timing and scoring equipment.

Identify standards and coordinate with facilities and facilities maintenance personnel to ensure proper operation and maintenance of all aquatic facilities to meet or exceed state health regulations and national standards.

Identify and implement pool safety standards in guarding and rotations. Follow accredited program to ensure the safety of patrons and staff. Conduct safety audits to ensure the protocols are being followed.

Maintains record of all income and expenditures for aquatic operations; records work hours, submits time sheets and distributes payroll; develops and prepares reports as needed to apprise city management of facility status and accomplishments;

Operations

Monitors facility operations to assure compliance with state and federal operations and safety guidelines; assures proper training of personnel; monitors facility safety practices; monitors pool water quality and chemical balances through sampling and testing; assures overall quality of

pool maintenance.

Recommends and implements facility policies and procedures related to patron use, fees, safety, etc.; implements management control plans as needed to minimize risk and liability; monitors compliance.

Participates in the hiring process; monitors and evaluates employee performance; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular meetings; coordinates participation in off-site training as needed to assure technical competency of instructors; makes recommendations affecting job retention, advancement and discipline.

Assists in the preparation of annual budget recommendations related to general facility maintenance and aquatic programming and personnel needs; monitors department expenditures to assure conformance to established fiscal program.

Maintains proper inventory of office and operation supplies (ie. first aid, water quality control, custodial, equipment, etc.).

Records work hours, submits time sheets and distributes payroll; develops and prepares reports as needed to apprise city management of facility status and accomplishments; maintains petty cash funds; manages daily revenues and prepares deposits.

Performs as a lifeguard and staff trainer; provides personal instruction to patrons and through hired personnel. Responsible to hold lifeguard and CPR courses and keep current staff up to date on certifications.

Directs and performs general upkeep and custodial duties; cleans facility floors, mops, sweeps, vacuums, polishes, etc.; cleans pool decks; monitors water temperatures and chemical balances, takes water samples; may make minor equipment adjustments to assure proper temperature and chemical standards.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

Education and Experience:

A. 2 years post-secondary education in Recreation Management, Physical Education or closely related field;

AND

B. One to three (1-3) years of experience in management of aquatic personnel, certifying others as lifeguard, or related experience; of which, one (1) year experience in the management of an aquatics facility preferred;

OR

C. An equivalent combination of education and experience that provides equivalent knowledge, skills, and abilities.

Special Qualifications:

Must possess the following American Red Cross certifications: Water Safety Instructor, Waterpark Lifeguard/CPR for the Professional Rescuer/Oxygen Administration Instruction.

Must be a Certified Pool Operator CPO, and a Davis County Licensed Pool Operation (LPO), or be able to obtain certifications within six months of hire.

ADDITIONAL QUALIFICATIONS/INFORMATION:

Essential Functions, Knowledge, Skills, and Abilities:

Working knowledge of the philosophy and objectives of community recreation programming; the rules and regulations of a variety of aquatics and recreational activities; equipment, facilities, operations and techniques used in a comprehensive community recreation program; modern office management practices and procedures; basic accounting and bookkeeping; state and federal regulations governing facility and pool operations; climate control systems; aquatics structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operation; **some knowledge** of basic office equipment.

Ability to establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing.

Work Environment:

Incumbent of the position performs in a climate controlled environment. OSHA related hazards may be encountered under controlled conditions. Tasks require a variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminate thinking and creative problem solving. Periodic travel required in normal course of job performance.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.jobs.clearfieldcity.org>

Position #012021-730
AQUATICS OPERATIONS COORDINATOR
RM

55 S State Street
Clearfield, UT 84015
801-525-2742

ricki.miller@clearfieldcity.org

Aquatics Operations Coordinator Supplemental Questionnaire

- * 1. After reviewing the job description and the minimum/special qualifications, please describe how you feel you are the best qualified for this position.

- * 2. Do you currently have the required certifications/licenses listed in the job description? Please list the certifications you have.

- 3. The hours for this position will typically be: * Tuesday- Thursday: 1pm-9pm * Friday: 9am-5pm * Saturday will vary but typically 6-8 hours. Are you available to work these shifts?

* Required Question