

Tuscaloosa County Park and Recreation Authority

Job Description

Job Title: Aquatic Coordinator
Department: Aquatics
Reports To: Director of Aquatics and Outdoor Adventures
FLSA Status: Exempt, Full-Time
Salary Level: Pay Level 18 - \$34,384.34 min - \$46,4183.86 max

SUMMARY:

The Aquatic Coordinator position is a professional position responsible for overseeing the daily operation of aquatic facilities, aquatic programming, and aquatic maintenance at PARA aquatic facilities. The responsibilities include administrative, management and supervision of operations by performing the essential functions of the job description personally or through support staff. The Aquatic Coordinator will supervise the aquatic facilities, lifeguards, programming, and maintenance for Tuscaloosa County Park and Recreation Authority (PARA).

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensures aquatic staff is following standard operating procedures as outlined in the Pool Operations Manual including recording hourly pool chemical checks, proper scanning of pool zones, enforcing pool rules, routine vacuuming of the pools, properly filling out Incident Reports, keeping a clean facility including Locker Rooms, and performing weekly in-service.

Performs routine maintenance of all aquatic facilities while using proper safety procedures including, but not limited to changing chlorine and acid barrels, repairing chemical feed pumps, and replacing lines, backwashing pool filters, maintaining proper temperature of the pool water, making, and recording daily pool checks, reporting any major maintenance concerns to the Aquatic Supervisor.

Maintains inventory of pool chemicals, maintenance supplies, and other necessary items for pool operation maintaining a two-week inventory at all PARA Aquatic Facilities. Completes purchase order requests, work requests and submits to the Aquatic Supervisor for approval as necessary.

Reviews aquatics staff schedules on a regular basis and compares with expected groups, rentals, etc. to ensure that pools are properly always staffed.

Provides training to aquatics staff as required to keep certifications current, and to keep staff up to date and knowledgeable and alert.

Assists with management of pool and serves as lifeguard as necessary.

Assists with recruiting necessary personnel, including volunteers and sponsors, to carry out aquatics activities as assigned.

Uses tact and discretion in carrying out responsibilities pertaining to the overall recreation program. Assists and works closely with Program Supervisors, and Activity Center Managers with facility scheduling and planning of county-wide leisure programs.

Assists in determining program needs and interest and perform regular evaluations. Assists with evaluating each program to determine if it fits the need of the participants for which it was designed. Assists with evaluating all service programs and activities for productivity.

Adapts aquatics programs to meet needs of individuals for all segments of the population and develops short- and long-term goals and objectives for assigned programs.

Works in teams with administrative or other professional personnel, as well as volunteers, etc.

Administers established policies and procedures outlined in the PARA Employee Handbook and Administrative Handbook, as well as the Pool Operations Manual.

Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

The Aquatic Coordinator will supervise the Pool Managers, Aquatic Maintenance, and Aquatic Programming. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

EDUCATION and/or EXPERIENCE

Associate Degree from two or four-year college or university; or two years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume, and mixing ratios.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must hold current certification or be able to obtain one within 14 days in lifeguard training, CPR for the Professional Rescuer, and First Aid. CPO and WSI is suggested but not required. Must be able to attain a CDL within the first 90 days.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 100 pounds and occasionally lift and/or move up to 550 pounds barrels with use of a dolly. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

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.

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.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

PARA is proud to be a "Drug Free Workplace."
All employees are subject to random drug screens.