

CITY OF BERLIN  
POSITION DESCRIPTION  
FOR  
**AQUATIC CENTER MANAGER**

<b>DEPARTMENT:</b>	Culture Recreation and Education
<b>DIVISION:</b>	Swimming Pool/Concession Stand
<b>SUPERVISOR:</b>	Parks & Recreation Director
<b>SHIFT/HOURS:</b>	Seasonal - As Needed
<b>CATEGORY:</b>	One (1)
<b>SALARY SCALE:</b>	Determined by Council

**JOB SUMMARY**

Responsible for the overall operation of the Berlin Aquatics Center. Including all of the operational, staffing, and mechanical aspects of the Aquatics Center and concession stand. Works closely with the Parks Superintendent and Street Superintendent to recommend policy to the Parks & Recreation Commission as it pertains to the overall operation of the Aquatic Center.

**ESSENTIAL JOB FUNCTIONS**

- (1) Directs and manages overall operation of Berlin Aquatics Center.
- (2) Responsible for hiring, training, supervision, and evaluation of all Aquatics Center staff.
- (3) Coordinates training for all lifeguard staff including: CPR training, Lifeguard certifications, and standard first aid.
- (4) Conducts pre-season in-service for all pool guards on pool maintenance, water testing, scheduling, first aid, emergency procedures, and daily procedures at the pool.
- (5) Works with Director to order all supplies and chemicals for the outdoor pool.
- (6) Coordinates all cleaning and care for pool i.e. testing and maintaining water balance, care of amenities, cleaning of locker rooms, etc.
- (7) Works with Director to determine programming for the facility i.e. special swims, swim lessons, hours of operation, etc.
- (8) Supervises pool, staff and swimmers during open hours of the pool.

- (9) Manages day-to-day operation of the facility i.e. handing complaints, behavior problems, first aid emergencies, etc.
- (10) Coordinates all rentals of the facility (staffing, times, payment, etc.)
- (11) Works closely with Director to develop budget for indoor and outdoor pool.
- (12) Manages expenditures closely to ensure meeting budget guidelines.
- (13) Performs other duties as needed or assigned.

### **SKILLS & QUALIFICATIONS**

- (1) The ability to manage and coordinate personnel, prioritize and assign jobs, anticipate staffing needs for scheduling of the Berlin Aquatic Center.
- (2) Substantial knowledge in operating multifaceted outdoor aquatic center including the mechanical operation, staffing needs, procedural development, special event planning and coordination, etc.
- (3) Ability to operate computer and appropriate software to provide adequate reports, and marketing materials.
- (4) Ability to communicate effectively in both written and verbal form with a variety of personnel and members of the public, and maintain effective working relationships with both.
- (5) Knowledge of record keeping and personnel management to include hiring of seasonal lifeguard staff of 25 or more professionally certified lifeguards.
- (6) Ability to stay current on trends as they pertain the operation of the Berlin Aquatic center.

### **MINIMUM CERTIFICATIONS**

- (1) Current CPO (Certified Pool Operator) certification or NRPA AFO (Aquatic Facility Operator) certification.
- (2) Current Pro-CPR Trained
- (3) Current Lifeguard certificate

## **DESIRED CERTIFICATIONS**

**(May be required to obtain prior to beginning of outdoor season)**

- (1) Pro-CPR Instructor Certification
- (2) First Aid Safety Instructor
- (3) Water Safety Instructor Certification
- (4) Lifeguard Instructor

## **TOOLS AND EQUIPMENT**

- (1) Must have knowledge and ability to use various lifesaving equipment, computer, phone, calculator, knowledge of pool filtration systems, pool vacuum, etc.

## **PHYSICAL DEMANDS**

- (1) Work is performed mostly outdoors and around the pool deck, some office work is required. Eye-hand coordination is necessary to operate various pieces of equipment.
- (2) While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to stand and walk.
- (3) The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception, and the ability to adjust focus.
- (4) The employee must have excellent swimming ability as well as the strength required to rescue a patron using certified lifesaving techniques. As well as mental restraint to react professionally in a lifesaving situation.

## **WORK ENVIRONMENT**

The work environment is usually outside and exposed to sunlight, sitting, standing, and occasionally swimming. Activities could be hectic and stressful based on usage and weather conditions. Fieldwork consists of handling and mixing chemicals to ensure proper water chemistry.