

JOB TITLE: Assistant Manager of the Muehlhausen Aquatics Center(MAC)

ACCOUNTABLE TO: Manager of the Muehlhausen Aquatics Center

PRINCIPAL PURPOSE OF JOB:

During the seasonal operations of the MAC, it is the Assistant Manager's responsibility to assist the Pool Manager with the supervision of all pool, staff, and program operation in accordance with policies and standards as set by the American Red Cross and the Logansport Parks & Recreation Department and the City of Logansport.

ESSENTIAL LEVEL OF AUTHORITY:

Directly supervises assigned pool employees, and contract program instructors, as necessary. Is responsible for the overall direction, coordination and evaluation of the aquatics division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; providing feedback and coaching employees, appraising performance; and resolving issues. Responsibilities also include the collective sanitation of the swimming pool, the water slide, the splash pad, and the pool deck.

WORK ENVIRONMENT:

While performing the duties of this job, the employee works outdoors at the Muehlhausen Aquatics Center(MAC) and is exposed to outside weather conditions. The noise level in the work environment is moderately noisy at the Muehlhausen Aquatics Center. Duties also include work around chemicals such as Chlorine tablets, sealed acid containers & cleaning supplies; Also, testing kit is operated with reagents that measure the water sanitation.

EXAMPLES OF DUTIES:

The following duties are not inclusive of all duties and the incumbent performs other related duties as required:

- Assists Pool Manager to review and rehearse with Aquatics staff the written emergency and accident plan, which deals with near-drownings and other aquatic accidents.
- Assists Pool Manager to supervise opening and closing procedures and ensures that supplies, equipment and facilities are obtained, stored, maintained and utilized.
- Assists Pool Manager to maintain health and safety practices for park patrons, including mailing of water samples; completing incident and accident reports.
- Assists Pool Manager to ensure that business operations are maintained in accordance with established procedures.
- Maintains pool appearance.
- Assists Pool Manager to performs and documents daily inspection of the Municipal Pool including the bathhouse, pumphouse and employee work areas;
- Assists Pool Manager to provide overall daily & special event supervision of the aquatics staff.
- Trains, directs, and enforces all safety regulations.
- Provides back-up to all personnel as needed.
- Maintains daily work records and equipment service records.
- Makes purchases with prior approval as necessary.
- Attends meetings as necessary.
- Responds to emergencies - being on call 24 hours per day, 7 days per week.
- Evaluates Aquatics operations as well as job responsibilities at the close of the summer season.
- Performs other related essential duties as required.

QUALIFICATIONS:

Education:

- Prefer a High School diploma, with ongoing work towards a bachelor's degree from a post-secondary institution.
- Prefer a current certification as a Certified Pool Operator(CPO).

Experience:

- Prefer a minimum of 20 years of age or 2 season's experience at a similar Municipal aquatics facility.
- Has previous experience in a management or supervisor position at a similar aquatic are of at least 6 weeks duration.

Licensing and Certification:

- Possession of a valid Indiana State driver's license at the time of appointment or the ability to obtain one within thirty (30) days, and a driving record acceptable to the City's Risk Manager.
- Holds current certification for Either American Red Cross Lifeguard or its equivalent (i.e., YMCA, Boy Scouts, or Jeff Ellis & Associates).
- Holds current certification in Standard First Aid from the ARC or the Equivalent and Cardiopulmonary Resuscitation form the ARC or the equivalent

Knowledge, Skills, and Abilities:

- Must be able to pass a 5-Panel drug screen
- Is available May through Labor Day.
- Has good judgment in anticipating and preventing accidents.
- Is able to act calmly and quickly during emergencies.
- Has the ability to work with and supervises other assigned staff.
- Demonstrated leadership experience, including feedback and coaching.
- Knowledge of aquatics program delivery processes, facility management and customer service systems.
- Computer knowledge and proficient in Microsoft Office.
- Skill in communicating with the public, elected officials and staff.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

EEO CATEGORY Officials and Administrators

STATUS Exempt