



Job Title: **Aquatics Specialist**  
Category: Full Time  
Shift: Various hours and days including nights, weekends, holidays  
FLSA Status: Non-Exempt  
Hiring Range: \$16.41 to \$17.79 per hour

**SUMMARY:**

Under general direction of the Aquatics Coordinator, this position assists with the planning, implementation, supervision, evaluation and promotion of various aquatics programs and recreational activities. Assists with the administrative work and supervision of the Aquatics staff, manages aquatics operation and safety, and directs and performs aquatics maintenance.

**ESSENTIAL FUNCTIONS OF THE JOB:**

Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Carbon Valley Parks and Recreation District retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.

**Assists with aquatics programs and recreational activities:**

- Assists with the development and implementation of aquatics programs, activities and events for all ages and abilities to meet the community's needs.
- Assists with coordination and registration of aquatics programs.
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, contractors, and other community members.
- Interprets and applies District policies and procedures within areas of responsibility.
- Instructs various American Red Cross classes within areas of program responsibility.
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures.
- Assists with special projects and special events on behalf of the District as needed and assigned.
- Provides excellent customer service in a timely manner.

**Knowledge, Skills, and Abilities**

- Ability to read and comprehend instruction, short correspondence, memos, professional journals, and technical practices.
- Demonstrate time management skills by beginning and completing assigned shifts and/or utilizing program time effectively.

**Assists with the administrative work and supervision of the aquatics staff:**

- With assistance from the Aquatics Coordinator, recruits, interviews, hires, trains, schedules, supervises, evaluates, develops and disciplines staff to ensure safe and effective services.
- Assists with staff meetings, monthly in-services and skills checks.
- Assists with risk management standards to include certification, monthly in-service trainings, red cap drills, and accident/incident report tracking.
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures
- Demonstrate and perform CPR/AED/First Aid for the Professional Rescuer and all Lifeguarding skills and assists per American Red Cross standards at a high level and be able to demonstrate these to subordinate and supervisory staff.
- Must be able to communicate clearly and effectively in both oral and written form.
- Serves as a member on Departmental committees as assigned.
- Perform related work as required and assigned.

#### **Knowledge, Skills, and Abilities**

- Demonstrates advanced swimming skills with the ability to carry out water rescues.
- Ability to assist with skill checks, in-service training, and safety drills.
- Ability to effectively present verbal and written information and respond to questions from guests, program participants, co-workers, supervisors, volunteers, and other District employees.
- Ability to recruit, train, schedule, evaluate, discipline, develop, and resolve issues of assigned staff and volunteers.
- Ability to exercise initiative; make sound, independent, and timely decisions; apply knowledge, data and common sense to solve routine and non-routine problems.
- Ability to complete and maintain well-organized daily records, logs, and incident reports.

#### **Manages daily aquatics operations, safety and maintenance:**

- Assists with scheduling and performing routine pool maintenance/operations including but not limited to backwashing, filling draining hot tub, chemical testing and balancing etc.
- Inspect facility for cleanliness; assists with daily pool, locker room and deck cleaning.
- Works closely with the Aquatics Coordinator and Facilities Maintenance department to manage the operations and maintenance of the pool.
- Communicates and enforces all Department, District, County, State, and Federal policies and procedures within areas of program responsibility pertaining to health and safety of public swimming pools, steam rooms and hot tubs.
- Maintains reports, files, and records to ensure state or national standards are met for chemical readings, safety and pump operations.
- Assist with the management of aquatics equipment and supply inventory.
- Directs and performs patron surveillance to ensure patron safety at all times

in and around the pool area.

- Performs emergency or non-emergency situations in a composed manner using sound judgment and is the point of contact/support for Aquatics staff.

**Knowledge, Skills and Abilities**

- Considerable knowledge of lifeguarding techniques and water safety practices including water rescue methods, first aid, and CPR.
- Knowledge of applicable federal, state, and local laws, regulations, ordinances, and policies, including safety regulations.
- Ability to communicate, follow and enforce all rules, regulations, and policies.
- Ability to recognize safety hazards and sanitation issues, notify supervisors and rectify the situation.
- Ability to remain composed in emergency situations, make sound judgment and work effectively with guests and other recreation staff under stressful circumstances.
- Ability to perform first aid, CPR, and other medical attention as needed.
- Ability to safely operate all assigned tools and safety products. Ability to set up and tear down equipment for scheduled activities and special events.

**Core Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Problem solving, customer service, oral communication, managing people, initiative, professionalism, punctuality, safety, team work, planning/organizing, and interpersonal skills.

**Required Qualifications:**

- High School Diploma or GED
- Lifeguarding/CPR/AED for the Professional Rescuer certification and Water Safety Instructor (WSI) or similar certification through a nationally accredited organization.
- Two years of working experience in Aquatics
- One year of staff management experience

**Preferred Qualifications:**

- Some college or continuing education
- Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO)
- Lifeguard Management Certification
- American Red Cross Lifeguard Instructor (LGI)

**WORKING CONDITIONS:**

- This position requires a high level of physical ability including standing for long periods, bending, reaching, lifting, jumping, walking, stretching, etc. Most duties are performed in an aquatics setting, with occasional need for activity outdoors, which includes working with various aquatics equipment such as lane lines, swim lesson equipment, pump mechanical equipment, etc. during typical CVPRD



operating hours. This position will work closely with customers of varying abilities and must be comfortable acknowledging those different abilities and aptitudes.

- Physical demands are described as medium (exert up to 50 lbs. of force occasionally, and/or up to 20 lbs. of force frequently, and up to 10 lbs. force constantly to lift, carry, push, pull, or otherwise move objects, including the human body).

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification's associated with the job. The employee may perform other duties as assigned.

Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: Interview, reference checks, background checks that may include, local police check and, driving check through DMV.