

AQUATICS SPECIALIST

JOB DESCRIPTION

Classification Responsibilities: An Aquatics Specialist is responsible for planning, marketing, organizing, directing, and evaluating Citywide aquatic activities. Duties include: providing functional supervision during implementation of aquatic programs and training staff in duties associated with these program areas; assisting in the interviewing, selection, and evaluation of aquatic staff; and revising the aquatic procedures and operations manual. Work also involves: establishing schedules for aquatic programs (i.e., competitive swimming, diving, synchronized swimming, water polo, lifeguard training, special events, junior lifeguards, and facility reservations); ordering materials, supplies, and general equipment; operating computer systems; interacting with the general public and citizen groups supporting the aquatic program; reviewing financial, statistical and timekeeping data for accuracy; and monitoring programs. This class is responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. Program activities are held year-round, thus the classification is active on a part-time non-benefited basis. The employee may be required to teach American Red Cross Lifeguard Training and Water Safety Instructor classes necessitating acquiring instructor certifications. Supervision is received from a Recreation Coordinator, who reviews work through consultation, staff conferences, and results achieved. Employees may be required to work flexible hours to accommodate weekend activities. This class is FLSA exempt-recreational establishment (seasonal). This class is FLSA nonexempt (part-time).

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, or experience equivalent to graduation from an accredited college or university with a Bachelor's Degree.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Must obtain a valid Lifeguard Training Certificate and a Water Safety Instructor Certificate within 6 months of hire.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualifications. Considerable (3 - 5 years) experience as a lifeguard, swimming instructor, or pool manager is preferred. Considerable (3 - 5 years) experience in programming activities in a municipal-aquatics program, as well as experience organizing special events is desirable. Possession of a Lifeguard Training Instructor Certificate and a Water Safety Instructor Trainer Certificate is highly desirable. Bilingual in Spanish desirable.

ESSENTIAL FUNCTIONS

Communication: Interviews, selects, and schedules staff; observes and corrects staff job performance; coordinates aquatic programs; instructs volunteers on job duties; and interacts with citizen support groups. Produces written reports, program evaluations, and aquatic program schedules.

Manual/Physical: Performs swimming rescues on drowning victims including approaching, breaking holds, and carrying people, which may require removal of the victim from the water who may weigh up to 300 pounds. Performs resuscitation techniques requiring physical stamina and other first aid measures. Demonstrates proper competition techniques in water and on deck. Climbs up and sits on guard chairs approximately six feet from ground level, rotating position every 20 - 30 minutes at a time for several times during an eight-hour day. Remains outside in 100+ degree temperatures (June through August) for one-hour shifts performing proper scanning and patron surveillance techniques. Operates a motor vehicle requiring a standard Arizona Driver's License to acquire supplies weighing up to 10 pounds and equipment weighing up to 40 pounds for programs, then separates, assembles, and distributes to pools. Enters and retrieves program information on a personal computer and operates an adding machine. Observes and monitors aquatics staff behavior as related to working with the public, giving instructions to youth, and working with coworkers to ensure compliance with the standards of job performance. Monitors program implementation and inspects the facility to determine compliance with safety standards. Meets scheduling and attendance requirements.

Mental: Analyzes financial and statistical data using general math skills to determine accuracy and track expenditures. Reviews and monitors work performance of aquatics staff. Learns job-related material primarily through oral instruction and observation (on-the-job training) with some written material provided.

Knowledge and Abilities:

Knowledge of:

supervisory principles and practices;
the practices relating to the operation of aquatic programs, which includes organizing programs, rules and regulations, and scheduling;
scheduling and organizing special events activities;
statistical and financial reporting procedures, payroll submission practices, and purchasing guidelines;
pool maintenance procedures, chemicals, water testing, and equipment; and
safety practices and procedures as they relate to pool activities.

Ability to:

supervise the operation of a public swimming pool offering competitive swimming instruction and public swimming programs;
work effectively with aquatics staff, reservation and registration staff and the general public;
conduct classes in swimming and lifesaving;
evaluate municipal-aquatics programs, facility reservations and special events, and project future direction of such;

conduct training, meetings, and instruction for program staff;
provide proper training for aquatics staff as related to aquatic programs;
delegate work assignments to subordinate staff when necessary;
participate in taking inventory of aquatics equipment and supplies;
prepare reports on related programs on a monthly and seasonal basis; and
assist in evaluating staff, policies, procedures, facilities, equipment, programs, activities, and any other areas as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 11/15

JM/vl/co

CS3816.DOCX (Seasonal)

PAY GRADE: 40

CS3912.DOCX (Part-time Benefited)

PAY GRADE: 40

CS3904.DOCX (Part-time Non-Benefited)

PAY GRADE: 40

EEO-Para

IND-9063

JOB FCTN-PAR

SWORN-No

INCREMENTS 62-200