



**JOB TITLE** Facilities Supervisor (Aquatics)

**DEPARTMENT** Recreation

**REPORTS TO** Recreation Manager

**STATUS** Full-time, Exempt

Updated: October 2017

### **JOB SUMMARY**

This position is responsible for directing the operations of the Raging Rivers waterpark and Mandan Aquatics Center through supervising the day to day activities and by providing leadership, instruction and direction for staff to create a safe and positive environment that promotes members' safety.

### **JOB DUTIES/RESPONSIBILITIES**

- Oversee and coordinate the recruitment, training, scheduling, certification, and performance of employees of the facilities and supervise the day-to-day activities of the staff.
- Coordinate food and beverage services and general customer service.
- Direct and oversee the proper and safe use of facilities by staff and the public; coordinate safety training and maintain appropriate training documentation.
- Assist in the maintenance of providing clean facilities.
- Ensure that all appropriate water, environmental, health and safety standards are maintained; ensure pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.
- Develop and maintain records of operational facility usage; monitor and maintain inventories of pool equipment and supplies.
- Maintain good public relations.
- Establish working relationships with community groups.
- Perform other related duties as assigned.
- Mandan Aquatic Center
  - Responsible for supervising, hiring and scheduling part-time staff.
  - Coordinate and organize pool programs, including swimming lessons and special events.

### **MINIMUM EDUCATION AND EXPERIENCE**

- Bachelor's degree in recreation management, physical education, business administration, business management or a closely related field is preferred.
- Two years of experience in a supervisory capacity.

- Any combination of education, training and experience that demonstrates the ability to perform the duties of this position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to obtain knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Ability to obtain knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.
- Ability to obtain Lifeguard/Waterpark/CPR/First Aid Certification.
- Ability to obtain Lifeguard Instructor Certification.
- Ability to obtain Certified Pool Operator (CPO).
- Basic knowledge of food services is preferred.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments for approximately 50 part-time staff.
- Knowledge of budget preparation, cost estimating and monitoring.
- Must have valid driver's license.
- All candidates are subject to a background check and must pass a drug and alcohol test.

### **SUPERVISORY**

- This position has direct supervision over lead supervisors, lead lifeguards, lifeguards, concessions and guest services.

### **WORK AND PHYSICAL DEMANDS**

- The work is usually performed in an office and outdoors, occasionally in hot or inclement weather. The employee occasionally lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals and machinery with moving parts.

### **WORK HOURS**

- Most work hours are performed between 8:00 am – 5:00 pm Monday – Friday. Some instances will require work to be performed evenings or weekends.

### **OTHER DUTIES**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply applicant can email their resume and cover letter to Cindy and Levi at [clevi@mandanparks.com](mailto:clevi@mandanparks.com). Applications will be accepted until position is filled.