CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 974.5

Job Title: **REGIONAL AQUATIC MANAGER**

Pay Grade: 21

GENERAL SUMMARY:

Manages and directs the safe and efficient operation of several aquatic centers and all assigned personnel.

RESPONSIBILITIES:

- Monitors daily operation of personnel and maintenance of several aquatic facilities.
- Ensures aquatic centers are compliant with local and state codes and regulations.
- Produces reports, statistical data and other required documentation submitted to management.
- Directs, administers, and supervises the overall operation and personnel in several aquatic facilities.
- Provides site and program information on aquatic services. Represents the department at committee meetings.
- Serves as liaison between aquatic supervisors and aquatics section administrative offices.
- Plans, organizes and coordinates tournaments, programs, and special events.
- Maintains good public relations with neighborhood participants and civic clubs.
- Provides site visits to all assigned aquatic centers once a day.
- Coordinates the purchase, inventory, and maintenance of assigned aquatic centers' equipment.
- Assists with preparation and monitoring of section's budget.

SPECIFICATIONS:

KNOWLEDGE:
An Associate's degree in recreation, physical education, business administration or related field.

Certification: Must be certified in First Aid/CPR.
May be required to obtain lifeguard training with CPR/AED and First Aid courses from American Red Cross, American Lifeguard Association, Young Men's Christian Association (YMCA) or an organization that requires equivalent lifeguard training or Water Safety Instructor certification.

EXPERIENCE:
Three years of aquatic pool operations experience, with one of the years as a supervisor. May substitute pertinent experience for the education requirement on a year-for-year basis.

SPECIFICATIONS: (continued)

COMPLEXITY:
Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. Work is typically performed under limited supervision with alternating periods of relative autonomy and general review. The supervisor generally plays a substantial role in setting objectives and organizing work.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Manager or the equivalent over the first-line supervisors (and non-supervisors, if applicable). This position strongly request personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is infrequent with the primary contacts being clerical and technical staffs. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Lifeguard
Head Lifeguard
Aquatic Center Supervisor
Regional Aquatic Manager

Effective Date: October 1990
Revised Date: June 2014
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