

**Peninsula School District  
Job Description**

**Title:** Aquatics Manager  
**Department:** Community Use  
**Reports To:** PSD Program Administrator

**Job Summary:**

The Aquatics Manager will develop aquatic programs at both the Peninsula and Gig Harbor High School pools to ensure community use and promote good public relations between the school district and members of the community.

**Essential Functions:**

- Maintains presence at assigned worksites and regularly works hours as specified under contract as well as specific to pool programs and is "on-call" by telephone 24/7.
- Professionally interacts with students, staff, government agencies and members of the public.
- Complies with all district policies and Code of Professional Conduct.
- Collaborates with others for the purpose of implementing and maintaining services and/or programs.
- Responsible for supervising the programming at both pools, i.e.: recreational swim, lap swim, club swim, in-district use, swim lessons, swim camp, rentals etc.
- Coordinates schedules for both pools. Prepares and circulates Community Use Program flyers 4 times a year. Prepares and circulates other flyers as necessary, i.e. swim camp.
- Works directly with maintenance and custodial on the overall operation of the pool i.e., schedules down time for pool maintenance, submits work orders for custodial and maintenance, reports pool maintenance issues to maintenance according to protocol.
- Responsible for collection and accounting of all fees taken in at both pools. Prepares deposits and takes deposits to bank.
- Responsible for maintenance of records including time sheets, payroll, transmittals to accounts receivable, accident reports, incident reports, health department inspections, staff certifications, and any other records deemed necessary for both pools.
- Interviews and recommends the hiring of pool supervisors, lifeguards and swim instructors to the Director of Human Resources.
- Manages the head supervisor, pool supervisors, lifeguards and swim instructors.
- Responsible for making sure staff are properly trained and can perform all aspects of their jobs in accordance with district policies, state codes, Red Cross and can provide excellent customer service to the students, staff and members of the public.
- Schedules and prepares for monthly staff in-service training meetings in accordance with state codes and Red Cross guidelines. Maintains records of in-services in accordance with state codes.
- Inspects pool equipment and first aid supplies to ensure they are stocked and in good working order and in compliance with state codes. Orders supplies and equipment as well as reports equipment needing attention to maintenance for replacement or repairs.
- Inspects locker rooms, offices, restrooms etc., to ensure that sanitary conditions exist at all times. Notifies custodial and/or maintenance when there is a problem.
- Checks to make sure chlorine readings are being taken regularly by maintenance and pool staff to insure that chlorine levels are normal. Notifies maintenance of potential problems according to protocol and follows through to make sure they are resolved promptly and with as little interruption to programs as possible.

- Notifies staff, students, customers and public when the pool is closed due to weather, maintenance or other unforeseen emergencies.
- When necessary assists risk management with yearly insurance inspections, accident/injury claims and other legal issues concerning the pools.

**Other Functions:**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing Point of Sale software applications; planning and managing multiple projects; developing and administering budgets; and developing effective working relationships.

KNOWLEDGE is required to perform review and interpret technical information, write technical materials and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: human resources processing and procedures; excellent oral and written communication; organizational and time management; conflict resolution skills; pertinent codes, policies, regulations and/or laws; current and developing technology.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using a variety of standardized methods. Ability is also required to work with significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; flexible to changing conditions; making quick and accurate decisions; working with multiple projects; dealing with frequent interruptions and changing priorities; maintaining confidentiality; and facilitating communication between person with frequent divergent positions. Must also have the ability to attend evening and weekend meetings, retreats, trainings and conferences as well as be "on call" 24 hours a day, 7 days a week if an emergency arises.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. This job is usually performed in a sometimes wet, generally clean, and healthy environment.

**Experience**

Pool management experience preferred; accounting/banking experience preferred.

**Education**

Two years of college preferred or equivalent work experience.

**Required Testing**

None specified

**Clearances**

Criminal justice fingerprint/background clearance

**FSLA Status**

Exempt

**Certificates & Licenses**

Valid driver's license and evidence of insurance  
 Aquatic Facility Operator certificate (AFO) and Water Safety Instructor (WSI)  
 Red Cross lifeguard certification, first aid and CPR/AED for the Professional Rescuer

**Salary Grade**

Aquatic Manager

**Continuing Ed./Training**

CPR and WSI recertification annually  
 Lifeguard recertification every 2 years  
 AFO recertification every 5 years  
 In-service training as outlined in Washington Administrative Code