

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #25: Assistant Aquatics Manager

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs
WORK LOCATION: Farmington Aquatic Center **HIRING RANGE:** \$35,073.79 - \$41,559.39/Annual
PAY CLASS: PAT-6, Exempt
DAYS WORKED: Varied **HOURS WORKED:** Varied
TYPE OF POSITION: Regular, Full-Time
APPLICATIONS WILL BE RECEIVED UNTIL: Monday, February 27, 2012

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

SELECTION/SKILLS TESTS REQUIRED: Interview Process

ESSENTIAL DUTIES:

Performs a variety of administrative duties in the planning, development and implementation of instructional, recreation and fitness classes as well as other aquatics programs, sports and special events.

Works under the general supervision of the Aquatics Manager.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Supervises and motivates shift supervisors, lifeguards, instructors, and coaching staff of competitive programs.

Serves as a liaison between the City of Farmington and any competitive programs utilizing the facility.

Responsible for the organization and implementing of the American Red Cross swimming lessons and the Farmington Aquatic Center Preschool swimming lesson program.

Schedules and runs various aquatics activities throughout the year.

Conducts and coordinates training programs for lifeguards and Water Safety Instructors according to a prescribed curriculum.

Independently plan, develops, implements schedules, and supervises aquatics related instruction, recreational, fitness, and therapeutic classes, programs, sports, and special events.

Coordinates staff in the development and implementation of aquatics programs.

Supervises classes, workshops and special events for persons engaged in aquatics programs and co-sponsored programs.

Prepares lesson plans, teaches existing programs, and learns and teaches new water activities.

Assists in the supervision of participants, completes record sheets, statistics for classes, and assists in renewing and applying for any applicable grants.

Inventories, plans, and prepares supplies and equipment for classes, programs and special events.

With the approval of the Aquatics Manger, has responsibility for assigned programs including canceling and rescheduling of classes, programs, and special events.

Plans and organizes workloads and staff assignments.

Assists in maintenance of all municipal pool and interactive fountains duties, including pump room duties.

Assists in preparing, updating and distributing a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Organizes support groups as needed for the various aquatic activities.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of this position.

NON-ESSENTIAL DUTIES:

Assists Aquatic Manager in preparing annual budget.

Handles money and operates cash register.

Knowledge of office equipment.

Performs custodial and cleaning duties of pools, interactive fountains, and the general facilities.

Serves as a member of various employee committees, as assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Program which includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Extensive background checks required.

Graduation from a four-year college or university with a degree in recreation or a closely related field, and two years experience in the management, operation and maintenance of aquatic facilities, or any equivalent combination of education and experience.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

Must have current American Red Cross First Aid, CPR/AED, and American Red Cross Water Safety Instructor/Trainer certification, American Red Cross Life guarding Instructor/Trainer certification.

Must be currently certified as an American Red Cross Lifeguard, or be able to obtain this certification within six (6) months.

Must be a Certified Pool Operator.

Knowledge of pool chemistry.

Knowledge of filtration and chemical injection systems.

Knowledge of Occupational Safety and Health Act (OSHA) and Environmental Improvement Division (EID) regulations to assure compliance and public safety.

Considerable knowledge of equipment, facility operations, and techniques used in the various aquatic activities.

Knowledge of United States Swimming and Diving rules and regulations.

Ability to prepare and teach instructional, recreational, fitness, and therapeutic swimming classes; and ability to effectively enforce safety and health regulations relating to an aquatics program.

Ability to develop, coordinate, and direct varied activities involved in a community recreation program.

Ability to plan and supervise the work of paid staff and volunteers effectively.

Ability to work with minimum supervision.

Must have ability to work a varied shift including weekends and holidays.

Ability to communicate effectively verbally and in writing.

Ability to interact in a pleasant and positive manner with both the public and personnel.

Ability to demonstrate flexibility and judgment in difficult or stressful situations.

Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, and the general public.

Ability to operate tools and equipment listed.

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

The City of Farmington is committed to hiring employees who provide excellent customer service; our employees strive to communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

TOOLS AND EQUIPMENT USED:

Personal computer, including Microsoft software; calculator; copy and fax machine; cash register; aquatic equipment such as exercise, safety, rescue and disability equipment; pool testing equipment; ozonator; pool vacuum; timing system; telephone; mobile or portable radio; automobile. Knowledge to include use of small hand tools for minor pool maintenance and plumbing work.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be physically able to perform all rescue skills, including backboard rescue and deep water lift.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside/outside in all types of weather conditions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and lightning.

The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.