

## **Job Description**

Des Moines Pool Metropolitan Park District  
22015 Marine View Drive S  
Des Moines WA 98198

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**Job Title: Aquatics Manager**

**Reports to: District General Manager**

**Classification: Exempt, full-time, 40 hours per week**

**Compensation: \$60,000 to \$65,000 plus 16% for benefits**

**Deadline: Open Until Filled: First Review Deadline of July 19 at 5:00pm PST**

### **Background:**

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation. Its purpose is to operate the Mt. Rainier Swimming Pool in Des Moines WA. Currently the District is conducting an Aquatic Feasibility Study to help determine the future of aquatics in Des Moines.

After years of operation by an outside contractor, the District is now embarking on direct operation of the Mt. Rainier Pool. The Aquatics Manager position is the lead for all day-to-day operational aspects of the Mt. Rainier Pool and will immediately be leading the interviewing and selection of staff.

### **Position Summary:**

The Aquatics Manager will be a working management position. Key responsibilities will be to

- Manage and coordinate the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
- Ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
- Oversee aquatic programming
- Schedule staff and program events

### **Staffing & Training:**

- Recruit, interview, select and hire employees. Monitor performance, oversee employee goal setting and conduct employee performance reviews at least once a year

- Develop, advise and facilitate an active aquatic training and certification programs for staff
- Conduct in-service training sessions for staff and ensure compliance with District standards by staff
- Develop, update and conduct drills on emergency procedures for the pool facility
- Directly manage up to two Assistant Aquatic Manager positions

#### Promotion & Marketing:

- Oversee the design, development, implementation and success measurements of a variety of multi-generational aquatics programs, leisure activities, wellness programs and special events.
- Ensure that patrons and others receive excellent customer service
- Develop promotional and marketing strategies
- Conduct surveys to determine needs and desires of the public regarding pool programs, hours of operation and latest trends

#### Financial:

- Maintain budgetary goals as set by the District
- Supervise cash processes, prepare daily bank deposits and uphold fiduciary functions at the pool facility
- Ensure the accurate and timely submittal of staff time-cards
- Utilize the District's standard procurement and invoicing processes

#### Administration:

- Develop and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies
- Prepare monthly reports for pool usage, program metrics and other reports under the direction of the District General Manager
- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation)

### **Minimum Qualifications:**

#### Education and Experience

- A bachelor degree or comparable college coursework in recreation
- A minimum of three years' experience in aquatics
- Or a combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements
- Minimum of one year experience in performing routine pool maintenance and standards for maintaining a pool in excellent condition
- Minimum of one year experience supervising staff

#### Certifications

- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO)
- Current lifeguard and lifeguard instructor certification from American Red Cross (or equivalent)
- Current Water Safety certificate
- Current CPR for the Professional Rescuer, AED and First Aid certificates
- Current Water Safety Instructor certificate

## Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn

## Skills

- Ability to lead an organization to exceptional performance levels, model positive work ethic and to integrate efforts of the entire organization
- Able to identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Intermediate level proficiency with Microsoft Word, Excel and PowerPoint
- Strong written and verbal communication skills.

## Attributes

- Works well with people, treating everyone with respect and building trust
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image at all times
- Works well as a team member/leader in all interactions
- Provides consistent high quality service
- Always puts safety first
- Able to set and achieve goals with a strategy of continuous improvement
- Maintains focus and achieves results relying on facts and data to support recommendations

## Other Considerations

- Must be able to maintain flexible work hours spread over days and times of pool operation
- Able to work occasional evenings
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years
- Must be able to pass a WSP & FBI background check