

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Aquatics Manager

POSITION CONTROL NUMBER: PRX626

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this Intermittent position assists the Aquatic Supervisor in the coordination, supervision, and implementation of aquatic operations, aquatic staff, and community programming at the Shawnee County operated aquatic facilities. Shawnee County aquatic facilities include: Shawnee North Family Aquatic Center, Midwest Health Aquatic Center, Blaisdell Family Aquatic Center, Garfield, Oakland, Hillcrest, Rossville, and Adventure Cove.

Assists with staff trainings/orientations, maintaining proper records, scheduling of staff, performing administration duties, and ensuring/reporting proper pool maintenance. May be required to fill in for necessary aquatic positions as needed. Performs other duties as required. This position is supervised by the Aquatics Supervisor.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

50% Supervision.

- Supervises, organizes and motivates seasonal staff.
- Assists with hiring and scheduling of seasonal staff.
- Prepares and maintains routine reports on staff and operations.
- Assists with the planning and implementation of staff trainings and orientations.
- Plans and facilitates staff meetings and in-service training.
- Ensures quality customer service is practiced by aquatics staff toward patrons.

45% Operations.

- Ensures that safety standards, sanitary requirements, and regulations are enforced.
- Supervises aquatic programming such as swim lessons and fitness classes.
- Manages the care and maintenance of lifesaving equipment.
- Inventories equipment and supplies, including concession stand products.
- Enforces water safety rules and regulations, performs rescues, performs first aid, and resuscitation.
- Acts as a liaison between the public, staff, and office personnel.
- Suggests program improvements.
- Oversees routine maintenance.

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- Handles registration and general daily functions of an aquatics facility.
- Notifies supervisors of disturbances, emergencies, and staff performance problems.
- Opens and closes swimming facilities.
- Assists in the planning, organization, set up and tear down of accommodations for special events and facility rentals.
- Assists supervisors as requested.

5% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Federal, State, and County laws, resolution, rules and regulations.
- Functions of the various Shawnee County Parks + Recreation divisions.

Ability to:

- Plan, assign, coordinate, direct tasks, and work with others.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Establish and maintain effective working relationships with other employees and the public.
- Communicate effectively, both orally and in writing, using the English language.
- Follow oral and written instruction.
- Make simple arithmetical calculations.
- Use various computer software programs.
- Operate various office equipment.
- Operate various hand tools and power tools.

Skill in:

- Basic aquatics facilities and pool operations.
- Providing leadership and direction to employees.
- Usage of Microsoft Office suite.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			

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Throwing	X		Lifting-50 lbs.	X		Around Moving Machinery	X	
ARMS			Carrying	X		Driving Automotive Equipment	X	
Reaching		X	Jumping	X		Exposure to Dust, Gases and Fumes	X	
Lifting-50 lbs.	X		Twisting	X		Cramped Body Position	X	
Pushing/Pulling	X		Squatting	X		Sustained Positions	X	
Carrying		X	Turning		X	Noise Levels (Excessive)	X	
Throwing	X		LEGS/FEET			Electrical Hazards	X	
EYES			Walking		X	Slippery Surfaces	X	
Near Vision		X	Standing		X	Work Above Ground	X	
Far Vision		X	Sitting		X	Work Below Ground	X	
Color Vision		X	Carrying	X		Irregular Surfaces	X	
VOICE			Climbing	X		Moving Objects	X	
Talking		X	Jumping	X		In High Volume Traffic	X	
EARS			Turning		X	Exposure to Marked Changes in		
Hearing		X	Lifting-50 lbs.	X		Temperature and Humidity	X	

EQUIPMENT USED

Personal Computer	Photocopier	Air Compressor
Printer	Lawn Mower	Vehicles
Telephone	Power Washer	Misc. Pool Equipment
Fax Machine	Weed Trimmer	Snow Removal Equipment
Office Furniture	Hand Tools	Chemical Testing Equipment

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Two years of progressive experience in an aquatic environment.
- Eighteen (18) years of age.
- Valid Driver’s License and able to operate a County-owned vehicle (HR-2013-2).
 - HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Preferred to acquire or possess a valid Lifeguard Instructor certification.

SPECIAL REQUIREMENTS

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- Required to pass a pre-employment drug screen prior to employment.
- Acquire or possess a valid Lifeguard certification prior to working.
- Required to lift fifty (50) pounds.
- Must be available to work a wide range of schedules, including evenings, weekends and holidays.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management’s discretion.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

_____ Employee’s Signature / Printed Name	_____ Date
_____ Administering Supervisor’s Signature / Printed Name	_____ Date
_____ Appointing Authority’s Signature / Printed Name	_____ Date

Created: 09/24
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