

**AQUATIC FACILITY MANAGER  
TASK LIST 2019**

**OPERATIONS**

1. Reviews permit requests received from the public regarding the use of aquatic facilities for completeness, and approves/disapproves permit requests based on facility availability by signing the request form and emailing it to the Citywide Aquatics Division for further processing in order to ensure requests are feasible and can be accommodated.
2. Verifies that all payments are accounted for by reviewing close out reports of cash collected throughout the day for accuracy and ensures the amount matches transmittals of fees, and approves bank deposits at the end of each shift, in order to ensure that cash drawers of clerical staff involved in public counter functions such as Pool Clerks are balanced and to ensure compliance with Department policies and procedures.
3. Prepares a submission log and budget recap summary, which outline staff hours worked, budgeted vs. non-allocated hours, and allocation of funds, using an electronic spreadsheet such as Microsoft Excel and submits hardcopy to Citywide Aquatics Division on a weekly basis in order to monitor the budget.
4. Records the use of rental equipment, such as pool lanes, weights, and kickboards, by noting the type, amount, and duration of rental equipment used in a hardcopy permit log daily and submits to Citywide Aquatics Division in order to ensure patrons are billed for equipment usage appropriately.
5. Responds to general inquiries received from the public, over the phone, in person, or via email, regarding the use of facilities, aquatic programs, and special events, including inquiries related to program fees and billing in order to answer patron questions and/or respond to complaints.
6. Writes budget requests for personnel, equipment, and supplies needed for daily operations and/or upcoming aquatic events, such as swim meets or other community events, by estimating resources needed and providing justification for such resources, and submits request to supervisors, such as Aquatic Directors, for review and approval in order to ensure operating needs and expenses can be accounted for in the budget.
7. Monitors within budget allocations by referencing budget reports, such as yearly and weekly budget recap summaries, to identify resources used, including costs and remaining funds, in order to track the use of funds and make adjustments as necessary, such as changing staffing hours to meet budget needs.
8. Tracks inventory of supplies and equipment at aquatic facility, including operating supplies such as toilet paper, paper towels, and office supplies, by taking a physical count of supplies, and manages the requisition of supplies and equipment by submitting orders and/or picking up orders of supplies and equipment from the warehouse in order to ensure that the aquatic facility is fully stocked to meet operational demands.
9. Visually inspects and evaluates the operating condition of equipment, facility, pools, decks, and surrounding areas during daily inspection, for purposes such as the need or feasibility of repair, replacement, required improvements, and/or preventative maintenance in order to ensure facilities and equipment are kept in good condition, are functioning properly, and are in compliant with Public Health Codes.
10. Requests repairs and maintenance of equipment and facilities, such as repairs to dive boards, repainting of pool lines, or other maintenance requests by submitting a service request to City

craft services, electronically or over the phone, in order to ensure facilities are safe and in good condition.

11. Performs water quality test of pool water daily to test for chlorine and pH levels by taking a water sample using a test kit and manually recording the water test results in a log book in order to ensure that chemical ranges are safe for swimming and compliant with the Public Health Code.
12. Serves as a lifeguard, when needed due to shortage in staff, by monitoring activities in and near water through patron surveillance, enforcing facility and pool rules, and responding to potential hazards and emergency situations, such as slippery decks, bottles or debris on the deck, and bodily fluids in or around the pool, in order to keep patrons safe and free from injury.

### **AQUATIC PROGRAMS/ COMMUNITY OUTREACH**

13. Participates in the planning and implementation of various aquatic programs and community events, such as the Learn-to-Swim Program (SwimLA), Junior Lifeguard Training Program, and Novice Aquatic Sports Programs, by meeting with other committee members to discuss program logistics such as location and hours, scheduling for the use of facilities, coordinating availability and obtaining staff and equipment, and determining other logistics, such as scheduling transportation, in order to ensure that program activities and events run smoothly.
14. Prepares brochures and flyers for various aquatic activities, events, and programs offered and/or reviews and approves such material prepared by subordinate staff, and distributes material at events, within the facility, and to outside communities and organizations in order to promote interest and increase participation in aquatic activities, events, and programs within the City.
15. Meets with the Recreation Facility Director, as needed, to discuss upcoming events taking place at the aquatic facility, recreation center, and/or park which require coordination, such as coordinating parking or timing of a planned event, in order to ensure there are no conflicts when planning for aquatic events taking place at an adjoining recreation center.
16. Organizes, promotes, coordinates, and assists in directing the Junior Lifeguard Program and competitive team sports program regionally and Citywide including swim teams, artistic swimming, springboard diving and water polo in order to provide a safe and effective aquatic program.
17. Meets with government and/or nongovernment organizations, such as the Park Advisory Board, Neighborhood Councils, schools, and churches, to promote community aquatic activities, including adult programming and/or seek funding in order to increase participation and gain support for aquatic programs.
18. Makes recommendations to Aquatic Directors, in writing, of proposed changes to aquatic programs, including the implementation of new programs and/or improvements to existing aquatic programs, such as revisions to program schedules or the addition of adult fitness classes, and provides justification and cost estimates for such changes, in order to provide a comprehensive aquatic program.
19. Organizes and supervises field trips for aquatic team sports to locations, such as museums, beaches, and aquatic exhibits, by obtaining required permits, scheduling staff and transportation, and communicating information related to the trip to parents in order to ensure a safe and positive experience for the participants.
20. Oversee and/or teaches classes in aquatic activities, such as lifeguarding, weight training, and skin diving in order to ensure the proper delivery of the program or class.

## **SUPERVISION**

21. Plans the work of Pool Managers, Lifeguards, Pool Clerks, Locker Attendants, and other employees working at an aquatic facility by assigning and directing work, taking into account the priority and difficulty level of each job, the skill set needed to complete the work, and the schedules and workloads of employees, and assigns work verbally, via email, or in hardcopy format in order to ensure sufficient staffing according to operational needs.
22. Recruits, trains, and directs volunteers assisting at the aquatic facility.
23. Prepares and presents instructional material, such as handouts and presentations, and organizes and implements in-service training sessions for aquatic personnel and volunteers in order to ensure that all training objectives are met.
24. Applies the principles of Equal Employment Opportunity (EEO) through the promotion of a positive work environment through training, discussion and monitoring employees' behavior regarding cultural diversity, sexual harassment, discrimination, and retaliation and taking appropriate corrective action when necessary to ensure compliance with City and department policies and procedures.
25. Counsels employees regarding personnel issues such as rule infractions or inappropriate conduct; and/or disciplines employees following departmental progressive disciplinary procedures in order to perform personnel policy functions.
26. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written feedback in order to provide recognition of good/poor performance and to coach them for effective performance of current and future assignments.
27. Documents job performance of staff by evaluating employees in areas relevant to the job; performs employee evaluations and completes documentation; and discusses evaluations with the employee in order to provide feedback, identify developmental needs, and prepare employee for career advancement opportunities.
28. Communicates information to employees orally and in writing, including information from management such as policy changes or department objectives and priorities including, but not limited to, interpretations of City policies or memorandums of understanding (MOU), Executive Directives (ED) such as updated safety information, and training and promotional opportunities in order to provide employees with relevant information.
29. Communicates activities of unit with other supervisors and/or staff and informs management of completed work activities, deviations from planned work, and/or employee suggestions and concerns in order to ensure everyone is informed of work activities including project status.
30. Evaluates/ Interviews job candidates for positions such as Lifeguard, Pool Clerk, and Locker Attendant in order to make hiring recommendations and/or decisions based on factors such as technical knowledge and staffing needs.
31. Orients new employees by explaining job requirements and providing written materials such as safety and performance standards, personnel rules, policies, procedures, and benefits in order to ensure new staff members are prepared to complete their job duties successfully and in accordance with Department standards.

32. Trains employees through various means such as using videos, explaining and demonstrating work procedures or inviting technical guest speakers to training sessions, and documents training and observes employee performance to ensure employees are properly trained and to determine additional training needs in order to ensure employees can successfully perform their job duties and do so in compliance with Department standards.
33. Reviews and approves employee timesheets and requests for time off in order to ensure necessary levels of staffing, timely completion of work, and appropriate documentation by comparing reported time to information from time cards.

**OTHER**

34. Meets with staff during safety tailgate meetings to discuss various safety topics such as Safety Data Sheet information and personal safety in order to increase safety awareness and ensure compliance with California Occupational Safety and Health Administration (Cal/OSHA) regulations and requirements.
35. Serves as department representative for specific departmental and interdepartmental safety teams and represents the City in external meetings, interviews, and/or seminars, upon request, in order to serve as a subject matter expert in the field of aquatics.
36. Attends conferences, conducts research on the internet, reads publications, meets with representatives of other government or public agencies, and/or attends public meetings in order to stay up to date in aquatic related topics and activities.