

EAST BAY REGIONAL PARK DISTRICT

AQUATICS MANAGER

GENERAL FUNCTION:

Under general direction, this position administers the District's extensive aquatics program, which includes the lifeguard service and aquatic recreation programs. Assures that the highest quality of lifeguard services is provided at the District's guarded beaches and swim facilities. Develops in-house training and recruitment programs to maintain adequate staffing of qualified and certified seasonal lifeguards. Determines staffing levels and adjusts the workforce size and work schedules to assure park visitors the safest possible aquatic recreation. Provides Emergency Medical Services and infection control training to appropriate District staff.

ESSENTIAL FUNCTIONS:

Supervises subordinate aquatics supervisors with the responsibility for determining adequate staffing levels, scheduling and directly supervising seasonal lifeguards at the District's ten aquatic facilities. Also responsible for developing aquatic program policies, procedures and training and safety standards, assessing beach/pool operations, developing budget requirements, and recommending special aquatic programs and events to expand park visitors' participation and enhance revenue. Assures that all hired staff are properly trained and certified in lifesaving, water safety and emergency medical response. Develops and conducts on-going lifesaving training programs to maintain an adequate intake of qualified lifeguards. Maintains all required documents and records related to the program activities, in-house training and certification program. Coordinates with the District's Public Safety and Human Resources staff to schedule required emergency medical response training. Investigates and prepares incident reports on all aquatic accidents. Exercises second level supervisory responsibility over a large staff of seasonal lifeguards, assuring that aquatic's program meets specifically assigned operational and financial objectives. Assumes overall responsibility for managing a moderate Operating and Capital Budget and develops, justifies and defends proposed budget submissions. Resolves internal problems and issues and coordinates with other District organization on broader problems and issues. Also represents the aquatics program on various internal and external committees and work groups. Coordinates with other mid managers to conduct events, resolve park operations matters, and establish appropriate budgets, facilities and equipment needs. Develops appropriate water safety brochures, flyers, Junior Lifeguard, and swim lesson posters for public distribution. Monitors performance in compliance with Aquatics Services Manual, modifies and creates new policies as appropriate for this manual. Maintains contracts. Responds to aquatic emergencies. Serves in an on-call status. Coordinates critical incident stress counseling. Hears and adjusts grievances as appropriate. Insures compliance with relevant legal codes and requirements.

MINIMUM QUALIFICATIONS:

Education: A Bachelor's Degree from an accredited college or university in park and recreation administration, physical education, recreation or a closely related field; and

Experience: Four years of experience in the aquatic recreation field. At least two of the four years should be at the supervisory level.

Substitution: A Master's Degree in physical education, recreation or a closely related field may be accepted as an equivalent to a maximum one and a half years of experience.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of aquatic safety principles and practices and lifesaving techniques. Knowledge of applicable lifesaving training and certification requirements. Understanding of applicable emergency medical response training and certification requirements. Must have knowledge of supervisory principles and practices and sound judgment and leadership skills. Well developed verbal and written communication skills and ability to work cooperatively with divergent groups are also required.

SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California State driver's license is a condition of initial and continued employment in this position. Must possess current Instructor and Provider certificates in American Red Cross Lifeguarding, CPR for Professional Rescuer and Emergency Response Certificate, and a current EMT and Scuba certificate.

REPORTS TO: Chief of Interpretation and Recreation

Employment Category: Management, Range MG02

Replaces "Aquatics Specialist"

Adopted by Board: May 21, 2002

Resolution #: 2002-5-111

T:\HUMANRES\Job Descriptions\MANAGER\AquaticsMgr.doc