

SENIOR OPERATIONS AND AQUATIC COORDINATOR
366

DEPARTMENT: Community Services/Parks and Recreation

NATURE OF WORK:

Performs professional and supervisory work in the management and operation of James City/Williamsburg Community Center, James River Community Center, and County-wide aquatic facilities and aquatic-related programming for the Division of Parks and Recreation.

Assists Community Centers Administrator in management and operation of James City/Williamsburg Community Center and James River Community Center.

Oversees all aspects of safety regulations, compliance and training as they pertain to Division personnel, activities, and County-wide facilities. Work is performed under general supervision of the Community Centers Administrator.

ESSENTIAL FUNCTIONS OF THE JOB:

Oversees aquatic programming to include: James City/Williamsburg Community Center pool, Upper County Park pool, and Little Creek Reservoir.

Recruits, directs, trains, supervises, and evaluates all aquatic staff, including volunteers; assists in providing guidance and supervision to staff of the Community Centers.

Assists with management and supervision of the daily operation of the Community Centers, maintaining orderly operation through enforcement of policies, rules, and regulations, interpreting department and County policies and regulations to staff and the public.

Investigates and responds to inquiries and public complaints about aquatic operations; assists with complaints involving operation of the Community Centers; and interprets County policies and regulations as required.

Supervises the general care and cleaning of all Division aquatic units and maintenance contracts for related equipment.

Determines, oversees and provides on-going training of the aquatic staff in all facets of aquatic operation to include lifeguarding skills and first-aid techniques and procedures.

Responsible for educating and training the entire Division on safety-related issues, including OSHA and VOSH standards for: Bloodborne Pathogens, Hazardous Communications, and Personal Protective Equipment. Maintains records for training and ensures annual reviews.

Performs and coordinates site inspections with other Division staff for all County Parks and Recreation facilities to ensure proper operation and compliance pertaining to Safety Regulations mandated on the local, state, and federal levels.

Determines, promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Oversees preparation, justification, and submittal of the aquatic budget; assists with preparation, justification, and management of approved budgets for the Community Centers.

Oversees requisition of and maintains an inventory of pool supplies, equipment, and chemicals; assists with monitoring supplies and equipment for the Community Centers.

Oversees the development of pool operational schedules. Coordinates outside groups using pools; develops contracts and bills for usage.

Reviews all accident and incident reports for the Division and forwards to appropriate personnel.

Prepares operations manuals for existing aquatic facilities.

Develops and maintains standards for pool use, safety, and sanitation.

Maintains required health department records.

Maintains accurate payroll records for aquatic personnel.

Prepares special studies, investigations, and reports as required.

Serves as life guard or instructor when necessary.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at facilities throughout James City County and greater Williamsburg area. Requires working evenings, weekends and some holidays. Oversees operation of all mechanical systems associated with operation and maintenance of pool facilities.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of swimming pool management systems and operation, including sanitation, maintenance, filtration, purification, and safety.

Thorough knowledge of principles, practices, and application of lifesaving and first-aid techniques.

Thorough knowledge of modern principles and practice of professional recreation work including the operation of a recreation facility and its mechanical systems.

Considerable knowledge of municipal budgetary processes, including budget development, justification, administration and accounting procedures.

Considerable knowledge of revenue and fee-based operations.

Considerable knowledge of general principles of providing effective customer service.

Considerable knowledge of safety and liability management as it pertains to a recreation facility.

Knowledge of the philosophy and objectives of public parks and recreation and leisure services.

Knowledge of computer applications.

Skill in supervising, directing, counseling, training, and planning effective utilization of the physical facilities and staff of a major recreation center.

Skill in problem resolution.

Ability to plan and manage work activities.

Ability to manage operation of complex facilities with minimal supervision.

Ability to supervise the implementation of varied recreation activities for all age groups and segments of the population.

Ability to establish, maintain, and expand effective working relationships with staff members, other employees, other County departments, outside agencies, and the public.

Ability to develop efficiency in patron use, revenue potential, and cost-effectiveness.

MINIMUM QUALIFICATIONS:

Must possess Bachelor's degree in Recreation/Parks or related field, preferably from a National Recreation and Park Association accredited college or university, and considerable experience in aquatics management, which shall have included pool management and staff supervision. Additional experience in recreation center management preferred; or any equivalent combination of education and experience providing the knowledge, skills, and abilities cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a current, valid American Red Cross Water Safety Instructor Certificate, CPR Certificate, Advanced American Red Cross First Aid Certificate, Lifeguard Training Course Certificate, and current Pool Operator's License/Certificate.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Senior Operations and Aquatic Coordinator Position Number 366
Department Community Services Division Parks and Recreation

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input checked="" type="checkbox"/> Use switchboard | <input checked="" type="checkbox"/> Use postage machine |
| <input checked="" type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift						✓	✓		
Push/Pull						✓	✓		
Hold/Carry						✓	✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|--|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input checked="" type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasional	Frequently	Continuous
	0-1	1-3	3-5	5-7	7-9	9+			
Stand			✓				✓		
Sit			✓				✓		
Walk		✓					✓		
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- Essential to job function: These characteristics are necessary (Check all that apply)
 Peripheral vision
 Night vision
 Focus (distinctness or clarity)
 Color perception (discriminate between colors)
 Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			