

**Town of Avon**  
**Assistant Aquatics Director**

**Salary Range**

\$21.50 - \$23.50

**Position Summary**

Updated 3/9/2022

Responsible for assisting with the administration, implementation, and supervision of a comprehensive aquatic program at the Sycamore Hills Pools.

**Supervision Received**

Receives general direction from the Aquatics Facility Director (AD). Work is subject to review for conformance to general policy, procedures, and results obtained.

**Essential Functions**

- Assists the AD with interviewing and recommending personnel for employment; planning, assigning, and directing work; supervising; appraising performance; addressing and resolving problems.
- Maintains, analyzes, and submits pertinent records to the AD. Assists with the preparation of the yearly pool operations manual. Submits written recommendations and inventories to the AD on the facility/aquatics programs as needed, and at the conclusion of the season.
- Follows the policies and procedures of the Recreation and Parks Department and State and local rules and regulations governing pool areas, staff training, and safe pool operation.
- Represents the Recreation and Parks Department through personal appearance and conduct, and through staff preparation, presentation, and public image. Exercises tact and diplomacy and, when required, firmness for effective relationships with supervisors, subordinates, and the general public.
- Tests pool water, responsible for cleanliness of the pools and surrounding areas; responsibility for the safety and aesthetics of the facility.
- Reports water quality issues, equipment and maintenance needs. Responsible for preventative maintenance in the form of making small repairs, reporting and isolating hazards.
- Responsible for making sound decisions that ensure the safety of members and staff. Contributes to decisions the daily opening/closing of pools as well as closing of pools in the event of hazardous conditions such as water quality, inclement weather.
- Responsible for the bathhouse and grounds; establishes a schedule for regular maintenance, and daily cleaning with the lifeguards.
- Assumes the responsibilities of the Aquatics Facility Director (AD) in their absence.
- Any other related duty that the AD deems necessary.

**PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:**

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all inclusive and may be supplemented as necessary).

Sufficient physical stamina to lift and carry approximately 50 pounds. Ability to work in extreme weather conditions, including heat, cold, rain and snow. Ability to work under stress. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see. Includes exposure to computer screens. This is a highly visible public position with consequent demands and pressures including interaction with public and media exposure.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

- Ability to work harmoniously with the pool staff, participants, and the general public while firmly enforcing facility regulations.
- Thorough knowledge of the philosophy and objectives of the Recreation and Parks Department.
- Knowledge of the operation of a swimming pool including maintenance, and safety.
- Ability to perform preventative maintenance and basic repair on the equipment. In cases of major maintenance or replacement, must be able to report and describe the problem.
- Thorough knowledge of the principles, practices, and application of lifesaving and first-aid techniques.
- Ability to instruct, assign, supervise, evaluate and discipline staff personnel in the performance of their duties.
- Ability to identify hazardous conditions, make sound decisions and implement appropriate corrective action needed for a safe outcome.

**MINIMUM QUALIFICATIONS:**

Must be at least 18 years of age with some experience in a comprehensive aquatics program.

Preferred: Experience in municipality or aquatic facility.

**LICENSE(S) AND/OR CERTIFICATION:**

American Red Cross CPR/AED, Standard First Aid, valid Driver's License.

Preferred: Aquatics Facility Operator (AFO) or Certified Pool Operator (CPO) Certification