

Aquatic Facility Director Town of Sudbury

The Town of Sudbury (population approx. 18,000) is seeking a qualified and experienced individual to oversee the operation of the municipally owned and operated Atkinson Pool, a multi-use indoor aquatic facility. The Aquatic Facility Director is responsible for managing all aspects of the operation of the facility, under the direction of the Park and Recreation Director. These responsibilities include developing and overseeing a comprehensive swimming program responsive to the needs of the community, monitoring pool safety measures and activities, including chemical testing, monitoring collection of receipts and maintaining accurate records of enterprise and revolving funds, preparing and insuring adherence to a fixed budget, and selecting, training, scheduling, supervising and evaluating a large part time and seasonal staff. Candidates should possess excellent communication, supervisory and organizational skills in addition to computer proficiency. Minimum qualifications: Bachelor's degree in recreation or related field, current certification as CPO, WSI (plus WSIT), LGIT, CPR-PR, 2 years' experience managing an aquatic facility, or an equivalent combination of education and experience. Position requires some evening, weekend and holiday work. The Town of Sudbury is a CAPRA Accredited Agency. See full job description at <http://sudbury.ma.us/departments/HR>

Starting salary range: \$54,112 - \$58,428 plus excellent benefits. Submit letter of interest and resume by April 17, 2014 to: Park and Recreation Director, 40 Fairbank Rd., Sudbury, MA 01776, or by e-mail to McSheaN@sudbury.ma.us. AA/EOE

See Complete Job Description Below.

AQUATIC FACILITY DIRECTOR

Definition

Management, supervisory, and instructional position under the direction of the Park & Recreation Director.

Distinguishing Characteristics:

Work under the direction of the Park and Recreation Director.

Responsible for the operation of the Atkinson Pool, including supervision of all aquatic staff and aquatic programs.

Position may require evening, weekend, and holiday work and may involve some irregular hours.

Ensure the safety of the aquatic facility for use by participants by adherence to the proper State Board of Health Codes Minimum Standards for Swimming Pools.

Perform varied and responsible duties which range in nature from routine to complex requiring a thorough knowledge of pool operations and may be required to exercise some judgment in situations not clearly defined by precedent or established procedures.

Ensure performance of pool chemical testing, in compliance with state mandated procedure, and address any variances.

Supervise the equivalent of more than five but seldom over ten full-time employees.

Errors could result in delay or confusion, death or long-term disability, have legal repercussions, and/or result in adverse public relations.

Has frequent contact with the general public, pool members, and user groups. Has contact as necessary with other Town Departments, employees, and outside agencies (American Red Cross).

Access to confidential information may include matters related to employee personnel records and membership records.

Working knowledge of pool filtration systems and pool maintenance.

Work in a wet and humid environment with exposure to toxic or caustic chemicals.

Physical Requirements:

Moderate physical effort needed in the performance of duties; may require the carrying, lifting, or moving bulky materials weighing approximately 30 to 60 pounds; walking or standing all the time.

Examples of Work and Maintenance

Select, train, evaluate, schedule, and supervise subordinate personnel.

Ensure adequate training of staff in First Aid, CPR, Water Safety, Swimming, and Teaching skills.

Oversee collections of revenue, i.e. membership fees, guest fees, tuition, rentals.

Organize and direct pool registrations.

Assist in development and editing of quarterly brochure.

Develop a comprehensive swimming program to meet the needs of the various constituencies in Town.

Assist the Park & Recreation Director in the investigation of and reporting of all accidents.

Perform regular day-to-day duties independently and is given considerable discretion in exercising judgment, making decisions, and determining appropriate course of action. The Aquatic Facility Director is expected to alert the Park & Recreation Director of serious program problems and policy issues.

Instruct classes or lifeguard as necessary.

Meet regularly with Park & Recreation Director.

Meet regularly with Aquatic Supervisors.

Promote and publicize programs and activities including writing news releases and program fliers.

Perform other related duties as required.

Troubleshoot filtration problems.

Troubleshoot problems associated with pool water boilers.

Thoroughly clean locker rooms and back hallway with antibacterial disinfectant or bleach solution and hosing on a bi-monthly basis.

Orders pool chemicals and supplies for pool and locker rooms as needed.

RECOMMENDED MINIMUM QUALIFICATIONS

Education and Experience

Bachelor Degree in Recreation or Physical Education with current certification as WSI, LGT, CPR-PR, FA, CPO or AFO required, plus two years' experience in managing an aquatic facility.

Knowledge, Ability, Skills

Knowledge of Commonwealth of Massachusetts Department of Public Health Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V). Ability to work effectively, appropriately, and tactfully with the general public, facility users, and potential members. Ability to maintain records. Skills in teaching aquatics, use of computer programs (word processing, spreadsheets) including specialized programs for "Club Management". Ability to deal with multiple tasks at the same time. Good oral and written communication skills.