



Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

Committee Members

Elder Shawn Jackson Milly Stockdale
Pastor Tyrone Kaiser Vickie L. Taylor-Radebaugh
Janell O'Neil Charles W. Wright

March 16, 2017

TO WHOM IT MAY CONCERN:

The City of Marion has an immediate need to hire for the following position in the **Parks Department**:

Seasonal Aquatics Manager - This is a salaried position of \$8,900 from May 1 through September 10, 2017, including pre-season set-up and post-season shut down. Job description attached.

- Please Note:**
- Must operate and manage the Aquatic Center and concession stand in a safe and sanitary manner; following state laws and regulations and policies on swimming pool regulations.
 - Manage a staff of life guards and pool team members, including scheduling and budgeting
 - Must have a valid Ohio Driver's license without restrictions that is free from any requirement of High Risk Liability Insurance.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are a condition of employment. Non-tobacco users only.

Application Opening Date/Time: Thursday, March 16, 2017 at 8:00 am
Application Closing Date/Time: Thursday, March 30, 2017 at 12:00 pm
Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
- OR - download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.

A handwritten signature in black ink that reads "Janell O'Neil".

Janell O'Neil, Affirmative Action Officer
City of Marion

Attachment

cc: Committee Members	Public Works Director	Airport	IT	Probation
Support Data List (AA)	HRAA – O'Connor	Council	Law Director	Senior Center
Mayor	HRC – Mayes	Engineering	Municipal Court	Transit
Safety Director	City Hall – 3 Floors	Fire Dept (3)	Parks	Utility Billing
Service Director	Auditor	Garage	Police Dept	WWTP

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

**CITY OF MARION, OHIO
Job Description**

Job Title: Seasonal Aquatics Manager

SUMMARY: Under the supervision of the Parks Superintendent, the Seasonal Aquatics Manager is a non-exempt position under the FLSA. The Aquatics Manager performs administrative, managerial, semi-skilled function for the city services related to the Aquatics Center operations. The employee in this position directs various employees including concessions, lifeguards, and maintenance. Duties of the position include operating and maintaining the City's Aquatic Center. This position has concession staff and lifeguards as direct reports. Follows state laws and regulations, and policies on swimming pool operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, directs, and organizes the activities of the Aquatic Center;
- Develops, prepares, supports, controls, and administers the budget; directs expenditure of department funds and keeping of records;
- Responsible for the safe and sanitary operation of the Aquatic Center and concession stand per Marion Health Department, the Ohio Department of Health and the Ohio Revised Code, including water chemical balances, pump and filtration operations;
- Supervises and evaluates subordinate personnel;
- Responsible for the training of department personnel;
- Determines and prioritizes necessary expenditures;
- Fields questions, concerns, and complaints from the general public;
- Responsible for planning work schedules and assigning job duties; and insure proper substitute procedures are adhered to;
- Responsible for short and long-range planning goals of the department;
- Orders and purchases necessary supplies for the department;
- Prepare and enforce pool rules and regulations for the public;
- Oversee monetary operations of the pool including inventory, ordering, stocking and selling concessions, collection of fees for classes and making daily deposits to the auditor's office;
- Schedule private pool parties and the necessary lifeguard requirements;
- Scheduling swimming lessons and assist where requested;
- Assist as requested with overseeing swim team activities;
- Promote interest and provide information regarding aquatics programs to school officials, community service grounds, other departments, and the general public;
- Complete end-of-season staff evaluations;
- Supervise and assist with daily cleaning and maintenance of pool, bathhouse, restrooms, pool deck, and perimeters of facility. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures;
- Prepare and clean the pool area, building and perimeter for opening and closing each season;
- Supervise lifeguards and cashiers to insure proper pool operation procedures are followed and consistent enforcement of rules are maintained. Study and standardize procedures to improve efficiency and effectiveness of operations. Assist and adjust errors and complaints.

- Implement emergency management procedures and provide training of those procedures to lifeguards;
- Maintain an up-to-date inventory of all pool equipment and supplies, including forms and reports, first aid supplies, and cleaning supplies. Purchase or restock supplies as needed, using local vendors if available. Assure that assigned areas of responsibility are performed with efficient use of budgeted funds and maintain sound fiscal control;
- Report equipment problems or needed repairs to the Parks Superintendent;
- Complete all necessary paperwork including daily deposit records, timecards and any other pool statistics as requested and submit to appropriate departments as requested. Track employee's hours for training. Document all hours worked by all pool employees and submit time cards and payroll to Auditor's office no later than 9:30 a.m. Monday morning of each week;
- Deal with the patrons pleasantly, while being fair and direct. Initially handle all grievances and/or disciplinary cases involving pool patrons;
- Report serious accidents or incidents to the Parks Superintendent immediately following rescue, treatment or assistance, and complete required reports;
- Maintain harmony among workers, motivate and evaluate lifeguards, and resolve pool staff grievances. Communicate staff difficulties and operation problems to the Parks Superintendent;
- Assist with supervising swimming lessons and scheduling instructors as requested;
- Coordinates with contractors and governmental agencies on projects relative to equipment, maintenance, and operation;
- Enforces department policies and procedures; Performs work according to policies, procedures, and the personnel manual;
- Enforces safety procedures and practices;
- Instruct employees on all city policies and procedures, applicable state and federal laws and regulations, safety policies;
- Meet, advise, and consult with elected officials, state agencies, and the public;
- Prepare and submit required and requested reports to the Ohio Department of Health and Environment;
- Determines whether facilities are safe to be open to the public during inclement weather or other conditions;
- Controls chemical inventory and usage including safety and safety related information;
- Operates and maintains swimming pool and auxiliary equipment;
- Fills pool and tests water for proper chlorine according to specific instructions to purify water; Performs tests on water to determine appropriate levels of chemicals;
- Checks heating and pumping equipment, adjusts or makes minor repairs using mechanic's hand tools;
- Removes leaves and other debris from water using net. Cleans bottom and sides of pool using such aides as underwater vacuum cleaner, hose, brush, detergent, acid solution, and sander;
- Prepares report of materials used and work performed;
- Maintains records on department activities;
- Performs all other duties as assigned.

REQUIRED MINIMUM QUALIFICATIONS:

- Ability to work other than normal working hours, and to work various shifts as necessary;
- Thorough knowledge of federal, state, and local laws, ordinances and health department regulation, particularly to public swimming pools;
- General knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties;
- Ability to understand and execute oral and written directions;
- Ability to obtain First Aid/CPR/AED Certification within two (2) weeks of employment;
- Ability to provide excellent customer service;
- Clean and neat appearance;
- Effective interpersonal skills, including conflict resolution skills;
- Effective leadership skills;
- Tactful and effective communication skills;
- Have and maintain acceptable background information, including conviction history

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate to noisy. The employee is occasionally exposed to outside weather conditions.