



City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

January 31, 2020

TO WHOM IT MAY CONCERN:

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

Seasonal Aquatics Manager – This is a salaried seasonal position that will be paid \$8,900 for the entire season (including pre-season set-up and post-season shut down). A job description is attached.

- Note:**
- Must have High School Diploma or GED.
 - Previous pool management experience a plus.
 - Must be able to work full-time and from mid-May through Labor Day, with part-time work expected before and after these dates.
 - Must have a valid Ohio Driver’s license without restrictions of any privilege to drive at any time and must be free from any requirement of High-Risk Liability Insurance.
 - Ability to obtain First Aid/CPR/AED Certification within two weeks of employment.
 - Must have excellent customer service skills and experience managing a staff.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, February 3, 2020 at 8:00 am
 Application Closing Date/Time: - - - Until Filled - - -
 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.

Janell O’Neil, Affirmative Action Secretary
City of Marion

Attachment

cc: Committee Members	Public Works Director	Auditor	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	Airport	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.

DUTIES AND RESPONSIBILITIES:

- Plans, directs, and organizes the activities of the Aquatic Center;
- 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;
- Responsible for short and long-range planning goals of the department;
- Orders and purchases necessary supplies for the department using appropriate Purchase Orders;
- 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;
- Promote interest and provide information regarding aquatics programs to school officials, community service grounds, other departments, and the general public;
- Supervise and assist with daily cleaning and maintenance of pool, bathhouse, restrooms, pool deck, and perimeters of facility;
- Prepare and clean the pool area, building and perimeter for opening and closing each season;
- Supervise lifeguards and cashiers to ensure proper pool operation procedures are followed and consistent enforcement of rules is maintained. Study and standardize procedures to improve efficiency and effectiveness of operations. Assist and adjust errors and complaints;
- Develop lifeguard schedules and ensure proper substitute procedures are adhered to;
- Implement emergency action/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. Document all hours worked by all

pool employees and submit timecards 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;
- Coordinates with contractors and governmental agencies on projects relative to equipment, maintenance, and operation;
- Enforces department policies and procedures;
- Enforces safety procedures and practices;
- Instruct employees on all city policies and procedures, applicable state and federal laws and regulations, safety policies;
- Prepare and submit required and requested reports to the Ohio Department of Health and Environment;
- Tracks employee's hours for training; develops and sets the lifeguards schedules;
- 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;
- Performs tests on water to determine appropriate levels of chemicals;
- Operates and maintains swimming pool and auxiliary equipment;
- Fills pool and tests water for proper chlorine according to specific instructions to purify water;
- Monitors 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;
- Maintains records on department activities;
- Performs work according to policies, procedures, and the personnel manual;
- Performs all other duties as assigned.

REQUIRED QUALIFICATIONS & REQUIREMENTS:

- Ability to work other than normal working hours, and to work various shifts as necessary;
- Available to work full time from mid-May through Labor Day;
- Vacation time to be taken during season must be requested prior to May 1st.
- 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, including conflict resolution skills;
- Clean and neat appearance;
- Effective leadership skills, including tactful and effective communication skills;

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.