

**Kentwood
Public Schools
Kentwood, Michigan**

Unclassified

JD 768

Position Description

POSITION TITLE:	Manager of Aquatic Operations	
DEPARTMENT:	Facilities and Operations	
REPORTS TO:	Director of Facilities and Operations	
PREPARED BY:	Business Office	DATE: 5/08/2024
SALARY RANGE:	\$47,490 - \$62,040	

Summary:

The Manager of Aquatic Operations is responsible for the overall management of Kentwood Public Schools' Aquatic facilities. This includes coordinating pool schedules, maintaining operational standards, ensuring compliance with Health Department regulations, and developing community aquatic programs.

Essential Duties and Responsibilities:

- Manage day-to-day operations of East Kentwood Pool & Community Education.
- Supervise and schedule activities including Kentwood/Grand Rapids Aquatics Club, swimming lessons, swim classes, community open swimming, and lifeguard classes.
- Coordinate swimming facility usage with the Physical Education and Athletic departments.
- Develop and manage budgets for pool staff, equipment, and supplies, and monitor expenditures.
- Hire, train, and schedule pool staff while ensuring all certification requirements are met.
- Organize inservice training programs to enhance the skills of lifeguards and swimming instructors.
- Develop and adjust programs to meet community needs for swimming and aquatic activities.
- Conduct safety and health inspections of swimming facilities and manage maintenance issues.
- Address community concerns related to swimming programs.
- Coordinate registration and maintain records for swimming lessons and other activities.
- Develop guidelines for aquatic programs and support office staff in community interactions.
- Manage building schedules to prevent conflicts and prioritize school and community activities.
- Oversee staff training in CPR, lifeguard training, and first aid.
- Ensure compliance with State of Michigan Health Department standards.
- Manage the automated chemical control system and maintain water quality.
- Maintain communication with the Director of Facilities and Operations regarding staffing, facility usage, and maintenance.

Supervisory Responsibilities:

- Responsible for supervising students and customers, when appropriate, within the Natatorium setting. The employee, in coordination with the Director of Facilities and Operations, is directly responsible for the safety, well-being, training, and work output of lifeguards, swimming instructors, locker attendants, interns.

Qualification Requirements:

- Bachelor's degree preferred.
- Current certifications: American Red Cross Lifeguard Training, CPR/AED for the Professional Rescuer, First Aid, and Water Safety Instructor.
- Certified Pool Operator certification is desirable.
- Experience in pool supervision and program development.
- Strong communication, budget management, and problem-solving skills.

LANGUAGE SKILLS:

Able to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Able to write reports, business correspondence, and procedure manuals. Able to effectively present information and respond to questions from groups of administrators, clients, staff, students, and the general public. Able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

MATHEMATICAL SKILLS:

Able to problem solve and design solutions to the variety of problems confronted in the day to day demands in the operations of such a facility. Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

REASONING ABILITY:

Able to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Able to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Able to establish and maintain effective relationships with students, staff, and parents displaying skill in written and oral communication. Maintain professional standards in work environment and attire.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, sit and walk. The employee continuously will bend or twist at the neck more than the average person and frequently bend at the trunk. The employee will occasionally reach above the head and frequently reach forward. The employee will climb onto ladders leading to various catwalks in the facility. The position requires the employee to be able to have continuous hand/grip strength. Frequent driving to school and business sites is required. While performing the duties of this job, the employee may occasionally push or lift up to 75 lbs such as sets, camera and sound equipment, Specific vision abilities required by this job include close vision such as to read handwritten or typed material, the ability to adjust focus and depth perception and the ability to hear where a sound is coming from and to discern the level and balance of sound. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The employee usually works indoors but will occasionally work outdoors. Occasionally the employee will work in confined spaces. The noise level in the work environment is moderate to loud. The employee does not have a reasonable anticipation of exposure to bloodborne pathogens.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.