

# **City of Chippewa Falls**

## **Job Description**

**Job Title:** Aquatic Facility Manager  
**Department:** Parks, Recreation and Forestry  
**Reports To:** Recreation Supervisor and City Hall  
**FLSA Status:** Labor Standards Act (FLSA)  
**Prepared Date:** 1-09-2025  
**Job Grade:** Seasonal \$18.00 per hour  
**Age Requirement:** 18 years of Age

### **SUMMARY**

The Aquatic Facility Manager is responsible for supervising the operations of the BFW Outdoor Pool. The Aquatic Facility Manager is responsible for the impression the pool gives to the public, training the lifeguard team, conducting facility safety checks, and communicating staff and equipment needs to the Parks & Rec Department. First Monday in March to First Monday in September.

### **MINIMUM QUALIFICATIONS**

The Aquatic Facility Manager must hold current certifications in Lifeguarding and First Aid and CPR for the Professional Rescuer. The Aquatic Facility Manager should also have at least one year's experience working in an aquatic setting. The Aquatic Facility Manager should have at least 3 years Supervisory experience. Certified Lifeguard Instructor or willingness to obtain if hired.

Preferred Certifications:

Water Safety Instructor Certification

CPR- Professional Rescuer Instructor

Certified Pool Operator/Certified Aquatic Facility Operator

**KNOWLEDGE AND SKILLS** include the following. Other duties may be assigned.

- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Ability to instruct, assign, supervise, and evaluate lifeguards in the performance of their duties
- Understanding of facility characteristics, rules, policies, and procedures
- Understanding of State Code for aquatic facilities
- Leadership that involves public relation, communication, and decision-making skills

### **SUPERVISORY RESPONSIBILITIES**

- Ensuring the safety of the facility, patrons, and lifeguard team
- Supervise and train the lifeguard team in collaboration with Recreation Supervisor
- Be aware and knowledgeable of pool maintenance/water chemistry, admissions, concessions, and emergency procedures
- Ensure proper cash handling procedures are being followed
- Ensure pool rules are being adhered to and enforced
- Ensure the facility is kept clean and well maintained
- Plan, coordinate, and lead staff training

- Addressing complaints and resolving problems

### **ADDITIONAL DUTIES**

- Lead, plan, and coordinate staff trainings, communicate dates and agenda with the Recreation Supervisor
- Assist in recruiting, interviewing and selecting staff
- Train staff and managers for their duties
- Complete performance evaluations for all aquatic facility staff along with Recreation Supervisor. Schedule individual meetings with staff before the end of the pool season.
- Create staff work schedules to include staffing swim lessons and other activities
- Work with Recreation Supervisor and City Hall to fulfill rental and special event requests
- Work with the Recreation Supervisor to create more aquatic programming.
- Pick up pool bags from the bank & drop off deposit slips at the City Hall
- Prepare bi-weekly payroll, approved and turned in by Recreation Supervisor
- Print and prepare all print materials needed for swimming lessons, checklists, safety procedures, seasonal passes, etc
- Ensure that safety standards are being met by both staff and patrons.
- Ensure all cleaning supplies are stocked
- Working directly with Parks Maintenance Forman and CPO to make sure all safety equipment and cleaning supplies are ready each day.
- Swimming lessons
  - Schedule lessons and other activities at the pool
  - Work with Recreation Supervisor to audit the swimming lessons staff
  - Implementing new schedule in MyRec
  - Making sure all instructors know the importance of safety/weight of the job for protection of our area's youth
  - Work with Recreation Supervisor to create Swim Instructor specific in-services
  - Give guidance on how to teach specific levels or where to find information
  - Check over lessons plans and/or block plans from each level/instructor
  - Ensure the inventory and safety of the equipment used during lessons

### **EDUCATION AND/OR EXPERIENCE**

- Graduated from high school and has diploma or general degree (GED)

### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations
- Ability to effectively present information and respond to questions from groups of customers, and the general public

### **MATHEMATICAL SKILLS**

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Maintain accurate monetary receipts and records.

### **REASONING ABILITY**

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

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Must have a reliable means of transportation.
- Willing to adhere to preferred certification in-season if all are not complete

### **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.
- While performing the duties, the employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- The employee may be exposed to outside weather conditions.
- The noise level in the work environment is usually moderate.