



CLASS SPECIFICATION

Class Code: 60004013
Date Established: 07/1973
Last Reviewed: 02/2025
Last Title Change: 02/2025
FLSA: non-exempt

SEASONAL AQUATICS FACILITY MANAGER

DEFINITION

Under general supervision, oversees the functions and activities of Washoe County public aquatics facilities and personnel; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Six months of professional experience as a lifeguard; OR one year of customer service experience which included frequent interaction with the public; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

May require current certifications in Lifeguard Training, First Aid, and CPR for the Professional Rescuer, and Certified Pool Operator (CPO) certificate depending on area of assignment. Required certifications must be obtained within two weeks of appointment and must be maintained for continued employment in this classification.

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises no direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Enforce policies and regulations for County public aquatics facilities in coordination with Northern Nevada Public Health (NNPH), OSHA, and national guidelines.

Provide lead direction/supervision to seasonal aquatics staff and assist in orientation and training in lifesaving, first aid techniques, and Risk Management policies; participate in interview process and make hiring recommendations; provide training in work methods; and oversee staff performance of duties.

Schedule work assignments to ensure adequate coverage of work shifts to maintain standards of pool and water safety.

Follow established maintenance procedures at aquatics facilities, procuring supplies and assisting with maintenance functions; maintain and service all pump room and maintenance equipment with minor repairs and routine maintenance.

Ensure that support staff is adhering to NNPH requirements regarding maintenance, chemical levels, training, and operations.

Review time sheets prior to being submitted for payroll purposes.

Assist in the planning, coordination, and scheduling of special events and programs.

Oversee fee collection, deposits, and purchasing activities.

Assist in the development of reports and studies for submission to the Board of County Commissioners and the Washoe County Park Commission.

Assist in promotion of activities/events for department.

Ensure that assigned staff perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures.

Applicable policies, rules, and regulations related to the area of assignment including those enforced by the state, NNPH, and other governing agencies.

Ability to:

Plan, coordinate, supervise, and direct Washoe County aquatics facility functions and operations to accomplish established goals and objectives and optimize efficiency.

Provide lead direction/supervision to assigned seasonal staff, including training, assigning, and reviewing work.

Interpret and enforce rules and regulations pertaining to use of County public aquatics facilities.

Maintain a variety of records pertaining to cash receipts, time cards, accident reports, swim lessons, training sessions, hepatitis B vaccinations, NNPH, OSHA, and Risk Management inspections.

Implement work methods and procedures which promote a safe working environment and ensure proper staff training in work safety.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Basic water rescue and safety techniques.

Pool equipment operation and health standards.

Appropriate chemical applications and levels.

Ability to:

Plan and coordinate aquatics facility functions and activities.

Maintain keen observation of assigned areas for water safety, prevention, and risk management.

Remain calm and composed during emergency situations.

Interact effectively and tactfully with the public and subordinate employees.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to stand for extended periods. Ability to frequently walk, reach, climb, stoop and kneel. Ability to walk on slippery and uneven surfaces. Ability to maintain sustained physical exertion. Ability to see and hear facility users in distress. Ability to operate aquatics facility maintenance and testing equipment. Ability to tolerate exposure to constant noise, solvents, and chemicals. Ability to lift and carry up to 50 pounds. Ability to work outdoors and tolerate exposure to the sun.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.