

FULTON-EL CAMINO RECREATION & PARK DISTRICT

Job Description

December 2024

Job Title: Aquatic Manager

Department: Parks and Recreation

Reports To: Director of Parks and Recreation

Unit FLSA: Exempt

ANNUAL SALARY RANGE: \$61,840—\$74,526

Job Summary:

Under the general direction of the Director of Parks and Recreation, the Aquatic Manager is responsible for overseeing all operations, programming, and maintenance of aquatic facilities within the Parks and Recreation Department. This includes strategic planning, staff management, safety compliance, budget oversight, and the development of innovative programs to serve the community. The Aquatic Manager ensures the highest level of safety, service, and satisfaction for all facility users.

Must be willing to work evenings, weekends, and holidays.

Visit www.fecrpd.com to apply for this position.

Key Responsibilities:

- Provide overall direction and leadership for aquatic facilities, programs, and staff.
- Collaborate with the Recreation Director and other department heads to align aquatics operations with organizational goals.
- Design, implement, promote, plan, supervise, and evaluate a variety of aquatic programs, including swim lessons, swim team, synchronized swim, fitness classes, recreational swimming, special events, and other aquatic based programs.
- Analyze community needs and trends to develop innovative programming.
- Partner with schools, community organizations, and other agencies to expand programming opportunities.
- Oversee the operation and maintenance of aquatic facilities, including pools, splash pads, and water features.
- Ensure compliance with health, safety, and operational regulations, including water quality standards and equipment maintenance.
- Develop and implement schedules for routine inspections, cleaning, and repairs.
- Establish and enforce safety standards and emergency action plans to protect patrons and staff.
- Conduct regular safety audits, drills, and staff training to ensure preparedness.
- Maintain accurate incident reports and address safety concerns promptly.
- Hire, train, and supervise aquatic staff, including lifeguards, instructors, and maintenance personnel.
- Provide mentorship and professional development opportunities for staff.
- Monitor staff certifications to ensure all personnel meet the required qualifications.
- Develop and manage the aquatics budget, including revenue and expenditure tracking.
- Implement cost-effective measures while maintaining high service standards.
- Pursue grant opportunities, sponsorships, and partnerships to support programs and facilities.
- Foster a welcoming and inclusive environment for patrons of all backgrounds and abilities.

- Address customer inquiries, feedback, and concerns professionally and effectively.
- Function as a District representative / liaison and spokesperson for the aquatics division in public meetings and promotional activities.
- Makes recommendations for maintenance, repairs, and improvements of District's recreation facilities pertaining to aquatics.
- Prepares news articles and flyers to promote programs; performs other public relations work on recreation activities.
- Other assigned duties as required by the Director of Parks and Recreation or General Manager.

Qualifications:

Skills and Competencies:

- Proven leadership and team management skills.
- Comprehensive knowledge of aquatic facility operations, including water chemistry and equipment maintenance.
- Strong organizational, problem-solving, and decision-making abilities.
- Proficiency in budget management and data analysis.
- Excellent communication and people skills.

Work Environment

- Primary work setting includes aquatic facilities, with occasional office work and community meetings.
- Exposure to humid environments, pool chemicals, and variable temperatures.
- Flexibility to work evenings, weekends, and holidays as needed.
- Physical requirements include the ability to lift equipment (up to 50 lbs.), respond to emergencies, and remain in or around water for extended periods.

Education and Experience:

- Bachelor's degree in Recreation, Sports Management, Public Administration, or a related field.
- Minimum of 3–5 years of experience managing aquatic programs or facilities, with supervisory responsibilities.

Certifications (required):

- Current certifications in CPR/AED, First Aid, and Lifeguarding (American Red Cross or equivalent).
- Pool Operator Certification (CPO or AFO).
- Water Safety Instructor (WSI) certification or equivalent (preferred).
- First Aid for Public Safety Personnel (Title 22).

Compensation and Benefits:

- Holidays: 12 paid per year and 2 floating days.
- Sick Leave: 15 days/year.
- Vacation: 12 days a year.
- Health Insurance: District pays for individual or dual coverage.
- Dental & Vision: Fully paid Dental Vision Coverage.
- Retirement: CalPERS.
- Long Term Disability.
- 457 Retirement and Cafeteria plan is available.
- Health & Fitness Reimbursement program is available.