

FLSA STATUS	Exempt	CIVIL SERVICE	No
UNION	None	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Beach	DEPARTMENT NUMBER	445
REPORTS TO (TITLE)	Director of Parks and Recreation	JOB FAMILY	Parks and Recreation
PAY GRADE	7	DATE OF LAST REVIEW	August 2024

NATURE OF WORK
<p>The fifth level of the Parks and Recreation series oversees the day-to-day operations of The Beach Ottumwa, including supervising all aquatics personnel (Lifeguards, Admissions, Concessions) and programs offered. Assists and acts in the absence of employees, when needed.</p> <p>Supervises the Beach Ottumwa during a variety of hours including evenings and weekends. The Aquatics Facility Manager demonstrates an important level of customer service for all guests and sets an example for all employees while maintaining high safety standards at a rescue-ready level.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Creates, supervises and promotes recreation programs; maintain effective working relationships with user groups; speak to community groups; and issue press releases in accordance with departmental procedures
2.	Coordinates staff in the implementation of aquatics programs and coordinates special aquatics programs and events. Manages private parties (including birthday parties) and swim lessons by creating staff schedules, party and swim lesson schedules, and working with participants.
3.	Conducts performance evaluations and training of all personnel to ensure compliance with policies and procedures and a healthy and safe work environment. Includes food preparation, and in service, sanitation, and safety procedures. Reviews and submits timesheets to payroll.
4.	Performs a variety of miscellaneous duties such as picking up supplies needed for activities, collecting fees; making arrangement for rental and use of pool, and helping setup for events as needed. Responds to public inquiries about aquatics programs under direction of immediate supervisor.
5.	Prepares bank deposits for revenues collected at the Beach Ottumwa
6.	Establish and maintain record keeping systems regarding recreation; participant registration and involvement in recreation; accidents; and other reports as may be appropriate to the operation.
7.	Recommends and implements policies and establishes processes, goals and objectives. Assist the Director to develop short and long-range plans. Coordinate department activities with other departments and agencies as needed.
8.	Evaluate, identify and implement an inventory system of recreation/community education supplies or equipment and recommend purchases.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Evaluates and sign performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of other regular employees. Makes hiring, termination, and disciplinary decisions.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.)
AND
Two (2) years of supervisory experience is required.

LICENSING / SPECIAL REQUIREMENTS

Certified Lifeguard and Lifeguard Instructor by the American Red Cross, certified in First Aid and CPR and ServSafe Food Service certified

- Required within 6 months of appointment

Certified Pool Operator

- Required within 6 months of appointment

SKILL / ABILITIES REQUIREMENTS

- Teamwork;
- File organization;
- Problem solving;
- Customer Service skill to handle difficult customer service situations and to resolve workplace conflicts
- Prioritizes and assigns work;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Environmental (challenging behaviors, imminent danger, threatening environment)

CLASSIFICATION HISTORY	
DATE	COMMENT
April 2024	Created by BC
August 2024	Updated bullet #3 under Duties by BC

EEOC
<i>The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.</i>

ACKNOWLEDGEMENT	
I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.	
Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.