City of North Charleston

Vacancy Notice

Position: **Aquatic Programs Specialist**

Department: **Recreation**

Pay Grade: **105 ($33,509 - $50,264)**

GENERAL STATEMENT OF POSITION

Under general supervision, performs supervisory and administrative work in supervising and coordinating day-to-day operations of assigned aquatic facility(s).

Reports To: Recreation Coordinator II (Aquatics)

Location: Aquatics Division

MINIMUM TRAINING AND EXPERIENCE

Education and/or Experience:

Requires a high school diploma or equivalent supplemented by three to six months of experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities.

Certifications/Licenses:

- Valid South Carolina Driver's License
- Certified Lifeguard
- Certified Life Saving Instructor *(or ability to attain certification within three months of hire)*
- SCDHEC Certified Pool Operator *(or ability to attain certification within three months of hire)*

**Full job description attached.*

Posted: March 23, 2021

Deadline: **Until Filled**

Janie E. King, IPMA-SCP, SHRM-SCP
Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	**AQUATIC PROGRAMS SPECIALIST**	**Job Code:**	520
Core Comp Group	**ADMINISTRATIVE**	**FLSA:**	**NON-EXEMPT**
Pay Grade:	**105**		
Effective Date		**Revision A: Risk**	
Revision B:		**Revision C:**	
FOR DEPARTMENTAL/OFFICE USE ONLY			
Dept.	**Recreation**	**Dept. #**	**700**
Location:	**Aquatics Division**	**EM Status:**	
Reports To:	**Recreation Manager (Aquatics)**		

Summary Objective

Under general supervision, performs supervisory and administrative work in supervising and coordinating the day-to-day operations of assigned aquatic facility(s).

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Supervises assigned staff; instructs, assigns and reviews work of subordinates; maintains standards through the effective coordination of activities; resolves basic personnel related issues and maintain harmony among workers.
- Assists the Recreation Manager with the daily operations of the swimming facilities.
- Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pools.
- Determines and prepares work schedules for lifeguards and seasonal employees.
- Liaison with local swim teams (school and private teams) and master's swim team.
- Schedules, plans and runs swim meets with state and regional aquatics professionals for City aquatics events
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments and the general public.
- Provides leadership and direction for the development of a North Charleston swim team.
- Maintains aquatics certification to meet national standards.
- Conduct coaches training for swim team coaches.
- Supervises classes, workshops and activities and develops training sessions for lifeguards to meet the City's aquatics staffing needs for both seasonal and year-round lifeguard positions.
- Directs the patrolling of the pools and the enforcement of safety rules and regulations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance of policies and procedures.
- Maintains inventory and ordering of supplies, chemicals and equipment for pools.
- Monitors pool water chemistry through testing of water samples.
- Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies when needed for activities.
- Operates a vehicle and a variety of equipment and machinery such as pool equipment, etc.

- Uses a variety of tools such as pumps, vacuums, standard office tools, etc.; a variety of supplies such as pool chemicals, safety equipment, general office supplies, etc.; and a variety of computer software such as word processing, spreadsheet, database, or other programs.
- Interacts and communicates with various groups and individuals such as immediate supervisor, Aquatic staff, facility supervisors, Maintenance Technicians, other department heads and staff, and the general public.
- May be required to work nights, weekends, and holidays as may be required to meet the business needs of the City.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures, and policies of the Parks and Recreation Department as they pertain to the performance of duties of the Aquatics Programs Specialist.
- Knowledge of the organization of the department and of related departments and agencies.
- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge in the area of aquatics and fitness programming and is capable of utilizing that knowledge in implementing, promoting, and administering a program of activities.
- Knowledge of the bidding process and is able to obtain competitive pricing while ensuring quality when ordering supplies and equipment.
- Knowledge of the principles of management and supervision and is able to provide effective guidance and leadership to assigned personnel.
- Ability to effectively recruit, obtain and train staff and volunteers.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to read and interpret materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear, and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Knowledge of modern office practices and technology.
- Knowledge of and skill in the use of computers for data and word processing.
- Knowledge of applicable occupational hazards and safety precautions.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a high school diploma or equivalent supplemented by three to six months of experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills

and abilities.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Must be physically able to operate a variety of automated office machines including a computer, adding machine, copier, motor vehicle, sporting equipment, and related recreational equipment. Must be physically able to exert up to twenty pounds of force occasionally and/or up to 250 pounds of force in the water for lifesaving, lift, carry, push, pull, climb, balance, stoop, kneel, crouch, reach, grasp, feel, talk, hear or otherwise move objects. Work involves sedentary to light duty most of the time but may involve walking or standing for periods of time. Must be able to lift and/or carry weights up to twenty pounds.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, dirt, dust, pollen, odors, electrical currents, unusual noise levels, etc.

Special Certifications and Licenses

- Valid South Carolina Driver's License
- Certified Lifeguard/Life Saving Instructor
- Certified as a pool operator by SCDHEC (or attain certification within three (3) months of hire)

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.