



CITY OF NORMAN
Employment Announcement
REVISED

Human Resources Department
 201 C. West Gray

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JOB TITLE: Assistant Aquatic Manager (3 Positions) **JOB CODE:** 08
DEPARTMENT: Parks & Recreation
SALARY: \$13.00-\$14.00 per hour (DOQ)
STARTING DATE: April 1, 2021
JOB LOCATION: Westwood Family Aquatic Center
WORK PERIOD: Shifts Vary: Monday - Sunday - 5:00 a.m. – 11:00 p.m. available to work from April 1, 2021 to September 18, 2021. Must be able to work weekends and is limited on vacation requests.
REPORTS TO: Aquatic Supervisor

MINIMUM QUALIFICATIONS:

Education and Experience: Applicant must be at least 20 years of age and have a minimum of 3 years lifeguarding experience. Must have 1 year of management experience and currently lifeguard certified. Must have at least 1 year swim instructor experience. **Licenses and Certifications:** Must obtain CPR/AED/First Aid/Emergency Oxygen for the Professional Rescuer Certification. **Knowledge:** Knowledge of staff management, Aquatic program development, Risk management, Customer service, basic filtration & water treatment, and knowledge in emergency procedures and first aid treatment. **Skills:** Ability to supervise and train staff, possess leadership skills, good decision making and organizational skills. Lead by example and have the ability to do physically and mentally demanding work. **Additional Information:** Lifeguards will receive one free uniform. This includes a swimsuit, shirt, and whistle. Lifeguard trainings and re-certification will be available starting in April. Lifeguard certification is \$200.00 and Lifeguard re-certification is \$80.00. Selected applicant must pass background investigation, physical examination, and drug screen.

DUTIES AND RESPONSIBILITIES: Assist in the development, administration and operation of the pool at Westwood Family Aquatics Center. Duties and responsibilities include, but are not limited to, lifeguarding, program development and implantation, Lifeguard rotations, special event planning, safety audits of the staff and equipment, staff in-service trainings and providing a safe and respectful workplace for all the other employees. This includes the maintenance and cleaning of the Westwood Family Aquatics Center, assuring necessary custodial and maintenance tasks are completed on a daily basis and in a timely manner; work will also be done in the mechanical room. Managers will be required to become a Certified Pool Operator or a Certified Aquatics Facility Operator. Performs other related duties as required.

Open Recruitment
RECRUITMENT PERIOD

EQUAL OPPORTUNITY EMPLOYER