



# CITY OF NORMAN

## Employment Announcement

Human Resources Department  
201 C. West Gray

P.O. Box 370  
Norman, OK 73070

Phone: (405) 366-5482  
Web: [www.normanok.gov](http://www.normanok.gov)

**JOB TITLE:** Aquatic Manager **JOB TYPE:** Part Time  
**DEPARTMENT:** Parks and Recreation  
**SALARY:** \$20.00 per hour (Non-Exempt)  
**STARTING DATE:** March 27<sup>th</sup>, 2023  
**JOB LOCATION:** Westwood Family Aquatic Center  
**WORK PERIOD:** Shifts Vary: Monday – Sunday, 5:00 a.m. – 11:00 p.m. Must be available to work from March 27th, 2023 to September 24, 2023. Must be able to work weekends and vacation requests are limited.  
**REPORTS TO:** Aquatic Supervisor

**Education and Experience:** Applicant must be at least 21 years of age and have a minimum of 3 years' lifeguard management experience. Must have excellent leadership and customer service experience and must have three (3) years swim instructor experience.

**Licenses and Certifications:** Must obtain CPR/AED/First Aid/Emergency Oxygen for the Professional Rescuer Certification and must be Lifeguard Instructor Certified or Lifeguard Instructor Trainer Certified, Lifeguard Management certified, and AFO certified by May 26, 2023.

**Knowledge:** Knowledge of staff management, aquatic program development, risk management, customer service, and knowledge in emergency procedures and first aid treatment. Basic filtration and water treatment and knowledge in conducting a safe working environment. Must be able to schedule staff, track progress, and payroll.

**Skills:** Ability to supervise and train staff, possess leadership skills, good decision making and organizational skills. Ability to lead by example and have the ability to do physically and mentally demanding work.

**Essential Functions:** Assist in the development, administration and operation of the pool at Westwood Family Aquatics Center. Duties and responsibilities include, but are not limited to, administrative work, program development and implantation, staff scheduling, special event planning, safety audits of the staff and equipment, staff in-service trainings and providing a safe and respectful workplace for all employees. Including 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. Managers will be required to become a Certified Pool Operator or a Certified Aquatics Facility Operator. Performs other related duties as required.

**Additional Information:** Selected applicant must pass background investigation, physical examination and drug screen.

**Open Recruitment**  
**RECRUITMENT PERIOD**

EQUAL OPPORTUNITY EMPLOYER