



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

JOB TITLE: Assistant Aquatic Manager (4 Positions) **JOB TYPE:** Part Time
DEPARTMENT: Parks and Recreation
SALARY: \$17.00 - \$18.00 per hour (Non-Exempt)
STARTING DATE: April 10, 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 April 10, 2023 to September 24, 2023. Must be able to work weekends, be on call, and vacation requests are limited.
REPORTS TO: Aquatic Manager

Education and Experience: Applicant must be at least 20 years of age and have a minimum of 3 years lifeguarding experience. Must have one (1) year of management experience and currently lifeguard certified. Must have at least one (1) year swim instructor experience.

Licenses and Certifications: Must obtain CPR/AED/First Aid/Emergency Oxygen for the Professional Rescuer Certification, Lifeguard Manager Certification, and AFO certification by May 26, 2023.

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.

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, 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 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; 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.

Additional Information: Assistant Aquatic Managers will receive one free uniform. Included is a swimsuit, shirt, and whistle. Aquatic Facility Operator training will be offered March 23rd & 24th. See website for details <https://www.normanok.gov/residents-visitors/parks-recreation/westwood-family-aquatic-center>. Selected applicant must pass background investigation, physical examination, and drug screen.

Open Recruitment
RECRUITMENT PERIOD

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