

City of La Grande  
Aquatic & Recreation Superintendent

Department: Park & Recreation	FLSA Status: Exempt
Accountable to: Parks & Recreation Director	Representation: Non-represented
Supervises: Supervisory	Adopted: April 2022

**GENERAL POSITION SUMMARY:**

This position supervises the Aquatics and Recreation Divisions of the Parks & Recreation Department including all operations of the City's year-round aquatic and fitness facility and supervision of recreation programs, classes, and special events. Provides additional departmental high-level administrative support as needed. May serve as the Parks & Recreation Director in their absence.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

(This position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

- Plans, organizes, staffs, directs and coordinates the operations, programs, and activities for the Aquatic and Recreation Divisions.
- Directs the activities of assigned personnel within available resources conducting various supervisory activities including hiring, training, assigning and reviewing work, conducting performance evaluations; makes recommendations regarding disciplinary actions including terminations and grievances.
- Plans and organizes the workload and staff assignments. Provides written and oral instructions, ensuring work conforms to established policies and procedures. Reviews progress and directs changes as needed.
- Manages personnel action forms, reviews and approves time cards and prepares and submits payroll.
- Provides leadership and direction in the implementation of short-term and long-term goals of the Parks and Recreation Department.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Designs and implements marketing for programs to generate attendance and revenue.
- Purchases and maintains inventory control of supplies and equipment necessary for operation, facility and programs.
- Performs or assists subordinates in performing miscellaneous duties as required, including answering phones, preparing correspondence, picking up supplies needed for activities, conducting classes, collecting fees, making arrangements for rental of City facilities including but not limited to reservations, billings, and coordinating staff in support of the use of the pool, and helping set up for classes, events and other related activities.
- Works as lifeguard or instructor when needed or necessary.
- Communicates official plans, policies and procedures to staff and the general public.
- Coordinates activities with other departments and agencies as needed.

- Coordinates, schedules and maintains related records and statistics for the programs and personnel for aquatic and recreation.
- Oversees maintenance functions including but not limited to janitorial and housekeeping of facilities and backwash pool filters.
- Monitors all the mechanical components, maintains pool chemistry, temperature control, and annual pool closure for maintenance.
- Works with contractors as needed.
- Establishes and maintains effective relationships with various organizations, public officials and the general public occasionally in hostile or confronting situations.
- Administers contracts and agreements.
- Prepares the annual requested Aquatic and Recreation Divisions budgets together with justification for submission to the Parks & Recreation Director.
- Prepares cash collection reports, deposits, coding of invoices, receivables and payables.
- Provides support to a variety of City Commissions, community event planning committees, and advisory groups.
- Follows all safety rules and procedures established by Oregon Health Authority, American Red Cross, and the City of La Grande.

**SUPERVISORY RESPONSIBILITY:**

- Direct and indirect supervision is exercised over the work of the Aquatic and Recreation Divisions including two full-time employees, lifeguards, recreation leaders, swim instructors and volunteers.

**SUPERVISION RECEIVED:**

- Works under the direct supervision of the Parks & Recreation Director, or his/her designee.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of current recreation programs including but not limited to youth and adult sports rules, youth development practices, and event planning.
- Knowledge of aquatic facility maintenance including but not limited to filtration, flow meters, pumps, UV disinfectant, chlorination units, boilers, and chemical requirements for water quality.
- Knowledge of equipment and facilities required in a comprehensive recreation program.
- Knowledge of the principles and practices of maintenance, construction, and use of public buildings and recreation facilities.
- Knowledge of community recreation needs and resources.
- Knowledge of project development, scheduling, monitoring and control systems.
- Knowledge of the principles and practices of office management, work organization, supervision, and an understanding of fiscal management and budgetary principles.
- Considerable knowledge of current staff training methods for aquatic and recreation personnel.
- Ability to develop, plan and implement department level strategies.
- Ability to supervise a variety of employees and volunteers.

- Ability to maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and meeting with others in areas of responsibility.
- Ability to maintain work areas in a clean and orderly manner.
- Ability to plan, organize, coordinate and implement a comprehensive community aquatics and recreation program.
- Ability to coordinate, analyze, and utilize a variety of reports and records.
- Ability to organize workload in a logical, efficient manner and work independently and effectively meeting required deadlines even with frequent interruptions.
- Ability to communicate effectively, verbally and in writing.
- Ability to work as a contributing member of a team, work productively and cooperatively with other agencies and external customers, and convey a positive image of the City.
- Ability to establish and maintain effective working relationships with individuals from diverse backgrounds.
- Ability to functionally use standard office equipment such as computers, printers, telephones and copiers.
- Ability to perform lifeguard duties.
- Ability to teach recreation and aquatics programs to other staff members.
- Ability to teach swim lessons.
- Ability to follow and enforce all Bureau of Labor and Industries, Oregon Health Authority, Occupation Safety and Health Administration, American Red Cross, and other rules, regulations, policies, and procedures related to their areas of responsibility.

### **EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES:**

#### **Required:**

- Bachelor's Degree with an emphasis on Recreation, Physical Education, Public Administration or related degree.
- A minimum of five years of increasing responsibility in aquatics, parks and recreation or related field.
- American Red Cross (ARC) Lifeguard; American Red Cross (ARC) Lifeguard Instructor Trainer
- Ability to obtain an Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification within (6) months of employment and maintain the certification during the term of employment.
- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities to perform the job.
- Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or ability to secure an Oregon driver's license within one (1) month of hire date), and have an acceptable driving record. Use of personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

#### **Preferred:**

- Experience in municipal government office environment.

### **WORKING CONDITIONS:**

The primary place of work for this position is the La Grande Veterans' Memorial Pool facility, which includes two indoor pools, one outdoor splash pool, small fitness room and staff office area. This facility is usually busy due to the high volume of patrons entering the building and the large number of incoming telephone calls. As such, there are frequent work interruptions and distractions due to noise. Some of the work time for this position will be done outside of the aquatic facility and requires vehicle travel to other locations usually within the City of La Grande. City vehicles are not always available, so employees are sometimes required to furnish their own transportation. The regular workweek for this position is forty (40) hours with work scheduled during open hours of the pool as operational needs require. This position often requires irregular work hours and the work schedule may change on short notice. This position must be available for evening and weekend work schedules. This position must live within 10 minutes of the pool for emergency situations.

### **PHYSICAL DEMANDS:**

The employee in this position must be in good physical condition in order to lead a variety of programs and events, and instruct trainings when needed. Staying healthy and physically fit is part of being a professional swim instructor and lifeguard because it helps ensure that you have the attentiveness, strength and stamina to prevent and respond to emergencies. Flexibility and endurance are required while performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. Duties involve moving materials weighing up to twenty (20) pounds on a regular basis and up to (50) pounds on an infrequent basis. Manual dexterity and coordination are required over fifty percent (50%) of the work period while operating equipment such as computer, and or motorized vehicle. The employee must be physically capable of performing all rescue skills, including backboard rescue and deep water lift. In emergencies, the individual must be able to lift another person weighing 100 pounds or more.

### **MATERIALS AND EQUIPMENT USED:**

- Aquatic and Recreation Equipment
- Lifesaving equipment
- Computer
- Mouse/Trackball
- Ten Key/Calculator
- Copier
- E-Mail
- Telephone
- Recreation Bus/Automobile/Pickup
- Pool Chemicals
- Pool Mechanicals
- Seasonal Splash Pool Equipment

*[Handwritten Signature]*

*4/29/2022*

---

City Manager Approval/Date

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations.

---

Employee Signature/Date