

**JOB TITLE** Facilities Supervisor (Aquatics)

**DEPARTMENT** Facilities

**REPORTS TO** Facilities Manager

**STATUS** Full-time, Exempt

**SALARY** Based on Experience

March 11th, 2025

JOB SUMMARY

This position is responsible for directing the operations of the Raging Rivers waterpark and Mandan Aquatics Center through supervising the day-to-day activities and by providing leadership, instruction and direction for staff to create a safe and positive environment that promotes members’ safety.

JOB DUTIES/RESPONSIBILITIES

* Oversee and coordinate the recruitment, training, scheduling, certification, and performance of employees of the facilities and supervise the day-to-day activities of the staff.
* Coordinate food and beverage services and general customer service.
* Direct and oversee the proper and safe use of facilities by staff and the public; coordinate safety training and maintain appropriate training documentation.
* Coordinates the maintenance of providing clean facilities.
* Ensure that all appropriate water, environmental, health and safety standards are maintained; ensure pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.
* Develop and maintain records of operational facility usage; monitor and maintain inventories of pool equipment and supplies.
* Maintain good public relations.
* Establish working relationships with community groups.
* Perform other related duties as assigned.
* Mandan Aquatic Center
  + Responsible for supervising, hiring and scheduling part-time staff.
  + Coordinate and organize pool programs, including swimming lessons and special events.

MINIMUM EDUCATION AND EXPERIENCE

* Bachelor’s degree/Associate’s degree in recreation management, physical education, business administration, business management or a closely related field is preferred.
* Two years of experience in a supervisory capacity.
* Any combination of education, training and experience that demonstrates the ability to perform the duties of this position.

KNOWLEDGE, SKILLS AND ABILITIES

* Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
* Ability to obtain knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
* Ability to obtain knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.
* Ability to obtain and keep in good standing a Lifeguard/Waterpark/CPR/First Aid Certification.
* Ability to obtain and keep in good standing a Lifeguard Instructor Certification.
* Ability to obtain and keep in good standing a Certified Pool Operator (CPO).
* Basic knowledge of food services is preferred.
* Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments for approximately 50 part-time staff.
* Ability to use computer systems for administrative (payroll, scheduling, etc.) purposes.
* Knowledge of budget preparation, cost estimating and monitoring.
* Must have valid driver’s license.
* All candidates are subject to a background check and must pass a drug and alcohol test.

SUPERVISORY

This position has direct supervision over lead supervisors, lead lifeguards, lifeguards, concessions and guest services.

WORK AND PHYSICAL DEMANDS

The work is typically performed in an office and outdoors, occasionally in hot or inclement weather. The employee occasionally lifts light and heavy objects, climbs ladders and uses tools or equipment requiring a high degree of dexterity. The employee may be exposed to noise, dust, dirt, grease, irritating chemicals and machinery with moving parts.

WORK HOURS

Most work hours are performed between 8:00 am – 5:00 pm Monday – Friday. Some instances will require work to be performed evenings or weekends. Raging Rivers season may require some nights or weekend work.

OTHER DUTIES

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