



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 052-19

OPENING DATE: 03/07/2019

CLOSING DATE: 03/20/2019

POSTED: IN & OUT

POSITION: Aquatics Coordinator
PAY GRADE: NE10 (\$18.59/hr. to \$21.85/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI
DEPARTMENT: Recreation
REPORTS TO: Parks and Recreation Director
BACKGROUND LEVEL: Child Care

JOB PURPOSE:

Oversees the daily operations of Isleta Swimming Pool and supervises all aquatic staff. Administers and coordinates a quality aquatics program for the surrounding community.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Maintains staff rotation and staff breaks; creates the staff schedule.
- Maintains the chemical and filtration equipment, as well as the aquatics facility environments.
- Inspects, troubleshoots, and performs preventative maintenance and a range of mechanical and electronic repairs.
- Performs routine maintenance including annual pool draining, dry sauna cleaning, pool boiler maintenance, vacuuming of pools, and deck cleaning.
- Acts as instructor for all levels of swim classes and as high school swim coach.
- Performs lifeguard pool duties.
- Performs water quality testing on a regular basis to ensure adherence to health and safety standards; maintains proper operation of automated pool chemistry controllers, pneumatic controls, and filtration equipment.
- Responds to first aid issues in a timely manner.
- Makes decisions regarding refusal of patrons with health problems, intoxication and controlled substances, and bathing attire according to the facility.
- Enforces rules to ensure the safety and security of all patrons.

- Maintains pool supplies; informs leadership of low inventory levels or equipment repairs or replacements needed; purchases pool chemicals as needed.
- Inspects locker rooms and assists with cleaning.
- Directs the clean-up of the aquatics facility during operational hours.
- Maintains control of the posted bathing load.
- Checks all gates and doors at the closing of the center.
- Coordinates use of pool by outside agencies.
- Fills out forms as requested by supervisors and safety agencies.
- Maintains current working knowledge of trends in aquatic services; maintains all certifications as required.
- Keeps leadership and other departments informed of status of department activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Hosts regular staff meetings to ensure communication among staff regarding program related activities.
- Performs other duties as assigned.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Lifeguards in the provision of aquatic services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops lifeguard staff.
- Assists in coordinating training, orientations and continuing education of lifeguards.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- Four years education in recreation or aquatics training including two years supervisory experience in recreation and management.
- National Pool and Waterpark Lifeguard Training Program (NPWLTP) License.
- Red Cross Lifeguard Training, Personal Trainer, CPR and First Aid Certifications.
- Current Water Safety Instructor (WSI) certification required.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge in the application of swimming and lifesaving practices and techniques.
- Knowledge in the use and application of chemicals used in standard pool sanitation.

- Knowledge of Life-guarding, Swim Instruction, CPR, and First Aid.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skilled in the application of first aid with emphasis on resuscitation techniques.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to instruct in swimming and safety to various age groups and skill levels.
- Ability to recognize and correct unsafe activities.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Ability to swim, stoop, kneel, crouch, or crawl in different situations.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Excellent health and physical fitness is required due to the physical activities of extended swimming.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT

- Work is performed in a swimming pool environment.
- Exposure to pool chemicals, fumes, or other household cleaning supplies; extended exposure to heat and humidity in pool area will occur.
- Frequent interaction with the public.
- Noise level is usually moderate.
- Evening, weekend or holiday hours may be required.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.