



## JOB DESCRIPTION

**Title:** Water Park Manager

**Department:** Public Properties

**Reports to:** Public Properties Director

**Pay Grade:** N/A

**Date Adopted:** June 8, 2021

**Previous Revision Date:**

**Last Revision Date:**

**Type:** ☐ Full Time

☒ Part Time

**FLSA:** ☐ Exempt ☐ Salary

☒ Non Exempt ☒ Hourly

**Union:** ☐ Yes

☒ No

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### Job Summary:

Responsible for the operation and maintenance of the municipal water park and concession stand. Train and supervise lifeguards and cashiers. Perform public safety and recreational work in supervising swimming activities, and enforcing water park rules and regulations.

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### Essential Functions:

1. Direct and supervise all municipal water park operations in accordance with applicable federal, state, and local rules and regulations. Enforces all water park rules and regulations.
2. Supervise and assign work schedules for all water park employees. Direct lifeguard rotation system, break system, and determine whether to close water park during inclement weather.
3. Supervise and assist lifeguards in rescuing swimmers from water when in difficulty.
4. Administer first aid in the event of injury.
5. Direct and assist employees with routine maintenance and cleaning operations of the water park facility, concession stand, and surrounding area. Responsible for filter operation and daily water chemical testing.
6. Responsible for routine maintenance of facility and concession stand equipment.
7. Responsible for collecting, recording, and depositing all monies received from use of the water park and sale of concessions.



8. Report non-routine and major operational issues to Public Properties Director.
9. Maintain all required records concerning the water park, including the condition of the water, chemicals used, number of persons using the water park, accidents/injuries, and other relevant information.
10. Assist in the teaching of instructional swimming lessons and other related programs.
11. Responsible for the prompt and tactful handling of all issues that may arise at the water park. Has the authority to dismiss or suspend any patron of the water park for failure to comply with the rules. Has the authority to terminate any lifeguard or cashier for misconduct on the job.
12. May be required to work evenings/weekends as needed.
13. Establish and maintain effective working relationships with City officials, fellow employees, patrons, and members of the public.
14. Keep confidential information confidential.
15. Perform duties in extreme weather conditions.
16. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
17. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
18. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
19. The employee must be able to work extended hours in an emergency.
20. Performs other work which is consistent with the essential functions of the job.
21. Performs other duties as assigned.

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**Education and Special License(s)/Certifications:**

High school diploma or equivalent.

Must possess a valid driver's license and maintain an insurable driving record.

Possession of or ability to obtain a Nebraska Certified Pool Operator Certificate within sixty (60) calendar days from date of hire required.



Possession of or ability to obtain an American Red Cross Lifeguard Certificate within sixty (60) calendar days from date of hire required.

Possession of American Red Cross Water Safety Instructor Certificate preferred.

Possession of American Red Cross Standard First Aid preferred.

Possession of American Red Cross CPR Certificate or American Heart Association CPR Certificate preferred.

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### **Experience:**

Must be at least eighteen (18) years of age.

Five (5) years experience in lifeguarding, two (2) of which involved assistant manager experience. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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### **Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Ability to perform basic math and accounting skills.
  4. Organizational skills.
  5. Analytical skills.
  6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
  7. Manual dexterity.
  8. Ability to work in environment with constant interruptions.
  9. Good typing and data entry skills.
  10. Good customer/public relations.
  11. Supervisory and leadership skills.
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### **Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Diplomacy and judgement.
  12. Logical reasoning.
  13. Ability to train and guide others.
  14. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
  15. Ability to multi-task.
  16. Ability to work under pressure.
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**Physical Requirements:**

1. Hand, eye, and body coordination to stand, walk, reach with hands and arms, and lift children and/or adults out of the water.
  2. Ability to withstand extreme weather conditions.
  3. Ability to use close vision, distance vision, peripheral vision, depth perception, and adjust focus.
  4. Ability to distinguish among colors.
  5. Ability to work with exposure to noise.
  6. Ability to work at extended heights.
  7. Ability to lift up to fifty (50) pounds.
  8. Ability to bend, climb, and stoop.
  9. Ability to sit or stand for long periods of time, but also have the mobility to respond immediately for emergency incidents.
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**Supervisory Responsibility (Direct and Indirect):**

Direct      Water Park Assistant Manager  
              Water Park Cashier  
              Water Park Lifeguard

Indirect

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**June 8, 2021**