

**JOB DESCRIPTION**  
**City of Keller, Texas**

**Job Title:** Aquatic Supervisor  
**Reports to:** The Keller Pointe Manager

**DATE:** 5/14  
**FLSA:** Exempt

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**Job Summary:**

Responsible for the overall programming and maintenance of the Aquatic Division and facility, including the marketing and sales of the aquatic programs at The Keller Pointe, and supervision of all aquatic personnel. This requires primary oversight of the programming standards, systems and practices as they directly impact the overall member and guest experience. Responsible for the operating excellence of the division to ensure that the financial performance of the Aquatic Division meets budget to ensure the success of the facility.

**Essential Job Functions:**

1. Manage all operational aspects of the Aquatic Division, including pool operating standards and systems, all pool operating practices, compliance with local health department regulations and related activities that will ensure a safe and successful aquatic operation.
2. Conduct routine aquatic training with staff to insure the health and safety of participants and guests.
3. Manage all financial aspects of all Aquatic Division programs, including both the revenue and expense aspects related to all program efforts. Work with the facility manager and other division heads and supervisors as needed to ensure that the financial performance of the Aquatic Division meets budget to ensure success of the enterprise fund.
4. Manage the financial success of the aquatic division's programming through: pricing of services, employee payroll, audits of sales, and forecasting programming.
5. Manage all aquatic programming and marketing practices, policies and systems that are necessary for achieving the division and recreation facility's strategic and business plan goals.
6. Effectively manage through open communication, training, coaching, counseling and evaluation of personnel in compliance with city policies.
7. Ensure all aquatic facilities, equipment and mechanical systems are clean, safe and working properly through preventative maintenance and monitoring of the pool environment to meet all required local health codes.
8. Conduct regular meetings and education sessions for direct report employees.
9. Manage the daily, weekly and monthly payroll functions.
10. Create, coordinate, resource, implement, deliver, market and sell all aquatic programs and services.
11. Utilize the available resources of the City of Keller in executing the responsibilities of aquatic supervisor. This includes incorporating any standards that the City has established for aquatic programming and program marketing.
12. Responsible for all aquatic facility rentals, reservations, financials, operations, and closure.
13. Assist in the delivery of division services as required.
14. Adhere to all mandatory standards of operation, policies, procedures, manuals, memos, oral instructions, etc., all of which relate to the essential functions of the job.
15. Conduct oneself at all times in a manner of professionalism that aligns with the values, philosophies and standards of the Keller Pointe. This includes wearing approved attire and nametag.
16. Perform other tasks as needed or directed. Provide assistance to team members when needed.
17. Ability to work various shifts, including evenings and weekends.

**Minimum Qualifications:**

1. A minimum of four (4) years' experience in aquatic industry required. Bachelor degree in Recreation, Health Promotions, or Kinesiology or a related field preferred. Six years' experience in aquatic industry in lieu of education.
2. Minimum of two years supervisory experience in an aquatic setting.
3. Required: Life Saving Certification and/or Water Park Certification  
Pool Operators license from national or local agency required  
First Aid and CPR/AED Certification  
Prefer: Water Safety Instructor Certification and/or Swim Lesson Instructor experience
4. Knowledge and comprehension of community recreation and programs, including accepted standards, principles, concepts, and related legislative mandates.
5. Valid Texas Drivers' License and safe driving record.

**Minimum Qualifications (con't):**

6. Knowledge of general office equipment and procedures such as filing, bookkeeping, posting and maintaining records.
7. Ability to work independently.
8. Possess a strong customer service philosophy.
9. Understand basic business budgeting procedures and techniques.
10. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
11. No visible tattoos or unnatural hair color. No piercings to be worn visible during shift.
12. Prefer non-smoker.

**Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is constantly required to read a computer screen or documents, grasp, handle, feel, type, listen, hear, reach, see, speak, walk and stand for long periods. The employee is frequently required to bend, stoop, crouch, kneel, carry, and lift and/or move up to 25lbs, and may occasionally be required to lift and/or move 50lbs (could be more if lifting a body from the water – assistance would be required). Work is generally performed in a climate-controlled office with occasional exposure to loud volumes of sound. Work may be performed outdoors resulting in exposure to all weather conditions, including heat, cold, and humidity.