

**Posting ID: 22-11**

## **Aquatic Operations Coordinator**

Permanent, Full-Time (35 hours / week)

\$71,143.80 – \$88,961.60 / annum

**This position has been deemed safety sensitive by the employer and as such is subject to reasonable cause and post-incident drug and alcohol testing**

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect and Leadership guide our conduct and contribute to a healthy culture. We strive to offer the best aquatic experience, including the best lessons, safest swims, and cleanest facilities. If you would like to work as part of a progressive organization and enjoy a fast-paced environment, then this may be the opportunity for you.

We are currently recruiting for a permanent, full-time **Aquatic Operations Coordinator** in our Recreation Services Department.

### **About the Opportunity:**

Reporting to the Manager, Recreation Services, the Aquatic Operations Coordinator is responsible for providing operational and administrative leadership pertaining to the management of indoor and outdoor aquatic facilities for the City of Leduc. Key roles and functions of this position include the oversight of lifeguarding services, extensive recruitment, training and development activities for a large, dynamic and skilled team of employees, ensuring strong public safety and risk management measures, development of guidelines and procedures, and managing financial activities for aquatic operations.

### **Responsibilities include, but are not limited to:**

- Supervising and leading a team of Aquatic Shift Leaders (supervisors) who in turn, support a broader team of over 60 lifeguards
- Establishing procedures and practices that support and maintain a positive and productive service area culture
- Leading extensive recruitment, training and development activities to support a well-resourced Aquatic Services area and strong succession planning framework
- Building and implementing comprehensive, multi-level annual training programs which develop and maintain highly skilled lifeguards and aquatic team members
- Serving as a main point of contact and subject matter expert for the City's Aquatic Operations with expert knowledge in facility systems, equipment, required maintenance and industry best practices
- Building and maintaining a strong working relationship with the Aquatic Programs Coordinator to achieve alignment, efficiency and effectiveness for both the operations and programs service areas, while effectively leading a shared staff team
- Developing programs and procedures that ensure a high level of facility cleanliness
- Ensuring processes for monitoring water quality and adjusting chemical feed systems are effective and consistently applied to ensure a safe and enjoyable environment for swimmers
- Liaising with Facilities team members to operate and maintain aquatic facility infrastructure, mechanical systems and equipment

- Working with the Facilities team to plan and coordinate annual facility openings, shutdowns, and routine maintenance activities in a manner that minimizes impacts to service delivery
- Building strong, positive and professional working relationships with stakeholders including customers, user groups, outside organizations, suppliers, associations, agencies and other key personnel in the aquatic industry
- Managing financial activities including procurement, staffing decisions, monitoring expenditures, and supporting the development of operational and capital budgets
- Overseeing Occupational Health & Safety programs, safe work practices, and incident reporting, including taking appropriate action and follow up regarding any facility incidents that may arise
- Ensuring appropriate records management processes and procedures are in place and actively employed to demonstrate compliance with provincial and other regulatory standards
- Developing guidelines and procedures that support safe and enjoyable aquatic experiences for residents, facility users and employees
- Maintaining a Safety Supervision Plan for each aquatic facility and ensuring regulatory compliance, including planning and facilitating operational audits and assessments
- Working with other business units to support strong emergency response plans for the Leduc Recreation Centre
- Maintaining strong post-incident response plans, major incident documentation practices, and employee Critical Incident Stress Management (CISM) support systems
- Ensuring that aquatic and recreation facility safety, rescue and first aid equipment and supplies are inventoried, life-cycled and replaced

#### **Qualifications:**

You are an ideal candidate if you have the following:

- Post-Secondary degree in recreation, business administration or equivalent, or a combination of a post-secondary diploma and experience. Additional management or leadership accreditations relevant to a municipal context, considered an asset
- Minimum 3-5 years of experience in aquatic recreation administration, preferably in a public recreation facility setting
- Minimum 3 years of experience in a leadership/supervisory role
- Demonstrated knowledge and experience with aquatic facility and pool systems
- Experience working in a municipal environment an asset
- Knowledge of Occupational Health and Safety programs, particularly for aquatic operations
- Experience leading a dynamic team, including coaching, mentoring and providing technical guidance
- Strong interpersonal skills with the ability to work both independently and collaboratively within a team
- A positive and energetic personality who makes work meaningful and enjoyable while inspiring the team to deliver results
- Excellent verbal and written communication skills with a proven commitment to customer service
- Independent decision making, problem solving, and analytical skills
- Excellent organizational and time management skills
- Ability to thrive in a fast-paced environment with frequent interruptions by multi-tasking and efficiently prioritizing workload
- Ability to establish and maintain effective relationships with key stakeholders and decision makers
- Must be willing to provide a current Criminal Records Check at own expense
- Must be fully immunized against COVID-19 and be willing to provide proof of immunization, or provide written approved exemption on the basis of a protected ground under the AB Human Rights Act

**Certifications:**

- AARFP Pool Operator Level 2 (or equivalent)
- Standard First Aid with CPR Level C
- National Lifeguard Instructor or Red Cross Lifeguard Instructor
- Class 5 Drivers License

The following are considered an asset:

- AARFP Building Maintenance Level 2
- Red Cross Water Safety Instructor
- Red Cross First Aid Instructor
- Red Cross Psychological First Aid
- Supervisory or Aquatic Management certifications/designations such as Lifesaving Society Head Lifeguard, S.E.E. Auditor, Aquatic Management Training, or AARFP Supervisory Skills certifications
- CISM training

**Join our Team!**

Come and be a part of an energetic team where we work together to have fun and provide the best aquatic experiences for our community. If you are a positive, customer-focused, and passionate people leader with excellent strategic planning and coordination skills, we would love to hear from you!

To apply, please visit our website at [www.leduc.ca/careers](http://www.leduc.ca/careers)

**Competition closes at 12:00 p.m. (MT) on January 20, 2022. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest, however, only those selected for interviews will be contacted.**