



## Aquatic Operations Coordinator

Permanent, Full-Time (35 hours / week)

\$77,859.60 – \$97,333.60/ 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. 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.

### Come work with us!

Are you a passionate and experienced leader in aquatics who thrives in a fast-paced environment? Do you take pride in developing high-performing teams and ensuring safe, welcoming, and high-quality aquatic experiences for your community? The City of Leduc is looking for a dedicated **Aquatic Operations Coordinator** to join our dynamic Recreation Services team and help lead the operations of our indoor and outdoor aquatic facilities.

### What is the Opportunity?

As the Aquatic Operations Coordinator, you'll report to the Manager, Aquatic Services and be responsible for the operational and administrative oversight of both indoor and outdoor aquatic facilities in the City of Leduc. You'll manage daily operations, lead a high-performing team of aquatic staff, oversee training and safety standards, and ensure that our aquatic environments are safe, clean, and welcoming to all.

This is a full-time position typically scheduled Monday to Friday from 9:00 a.m. to 5:00 p.m. However, evening and weekend availability may occasionally be required to support operational needs

### What will you do?

As the Aquatic Operations Coordinator, you'll lead and manage operations within our aquatic facilities while ensuring safety, quality, and exceptional customer service. You'll be responsible for:

- **Team Leadership:** Supervise and support a team of Aquatic Shift Leaders who oversee more than 60 aquatic staff to ensure exceptional service delivery
- **Staff Development:** Design and lead dynamic training programs that build technical skills, emergency response readiness, and leadership across all levels of aquatic staff
- **Water Safety Oversight:** Ensure water quality and treatment provide a safe and enjoyable experience for all facility users
- **Regulatory Compliance:** Develop and maintain Safety Supervision Plans and lead operational audits to ensure full adherence to provincial legislation and industry standards
- **Facility Coordination:** Coordinate seasonal openings, shutdowns, and maintenance with internal teams to minimize disruption and maintain top-tier facility standards
- **Risk and Incident Management:** Lead post-incident response and documentation processes, ensuring support is in place for affected staff
- **Financial Stewardship:** Oversee aquatic operations budgets, staffing expenditures, and procurement processes to align spending with service goals and strategic priorities
- **Inventory and Equipment Management:** Monitor safety and rescue equipment lifecycles, ensuring timely replacement and readiness across all aquatic facilities



- **Cross-Functional Collaboration:** Work closely with the Aquatic Programs Coordinator to align shared staffing, improve communication, and drive operational and program excellence. Liaise with and support the work of Facility Services with the operation and preventative maintenance of aquatic mechanical systems and major aquatic facility project coordination.

## Who you are?

You're a confident, collaborative, and forward-thinking leader with a strong background in aquatic operations and staff development. You thrive in a fast-paced environment and are passionate about delivering safe and high-quality aquatic experiences.

### ***Your qualifications include:***

- Post-secondary degree in Recreation, Education, Business Administration, or a related field; or a combination of diploma and relevant experience
- Minimum 5 years of Lifeguard and aquatic facility operations experience, ideally within a public or municipal setting
- Minimum 3 years' supervisory experience with strong team leadership skills
- Knowledge of aquatic mechanical systems, pool operations, and health & safety compliance standards
- Strong organizational, problem-solving, time management, and decision-making skills
- Excellent communication, customer service, and interpersonal abilities
- Proven ability to coach, mentor, and lead dynamic teams

### ***Required certifications:***

- Current National Lifeguard Award
- AARFP Pool Operator Level 1 (or equivalent),
- Standard First Aid with CPR Level C
- National Lifeguard Instructor or
- Class 5 Driver's License

### ***Assets that give you an edge:***

- AARFP Pool Operator Level 2
- LS Trainer Psychological First Aid
- Mental Health First Aid
- Supervisory or aquatic management certifications (e.g. Head Lifeguard, S.E.E. Auditor, Aquatic Management Training)
- Health, Safety & Wellness Inspection and Incident Investigation training

## What we offer?

- A collaborative and team-oriented work environment
- Opportunities for continuous learning and leadership development
- Meaningful work that directly contributes to community wellbeing
- Competitive salary and benefits
- 3 weeks paid vacation
- The chance to be part of a fun and energetic team that values innovation and service

## Ready to Join Us?

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 leader with excellent strategic planning and coordination skills, we would love to hear from you!

Apply today by submitting your resume at: [www.leduc.ca/careers](http://www.leduc.ca/careers)

**The successful candidate must be willing to provide a current Criminal Records Check at their own expense.**

**The competition closes at 11:59 PM (MT) on April 24<sup>th</sup>, 2025.** This competition may be used to fill future vacancies at the same or lower classification level.