

Job Title	Reports To (Title)	Job Classification	Payroll Classification	Date
Aquatic Center Facilities Manager	Director of Operations	Full Time – 12 Months	Exempt	Jan 2021

**Summary of Essential
Job Functions**

The Aquatic Center Facilities Manager oversees the daily operations of the David A. Segal Family Aquatic Center at Jesuit Dallas. This position is responsible for the maintenance, athletic programming and staffing of the facility.

Essential Functions

- Operates, maintains and supervises the various systems and processes within the aquatic center including but not limited to: pool chemistry, climate control, security, and cleaning staff.
- Manages the hiring and training of staff for the aquatic center and supervises the staff and contractors that work in the aquatic center.
- Schedules the programming for the aquatic center including use by Jesuit Dallas and approved third parties leases within the aquatic center.
- Assists in the creation of academic and athletic programs that can utilize the aquatic center.
- Maintains and ensures health and safety compliance with all local, state and federal guidelines and requirements for the facility and staff.
- Develops and manages the operating budget for the aquatic center.
- Creates, manages and assists with ad hoc processes, duties, and reports as requested.

Qualifications

- Minimum of five years of increasing responsibility and management of a natatorium, aquatic center or other swimming complex.
- Maintain an American Red Cross Lifeguard Instructor Certification.
- Maintain a National Swimming Pool Foundation Certified Pool Operator Certification.
- Maintain a CPR/AED Instructor Certification.
- Ability to communicate effectively with employees at all levels in the organization, school guests and visitors.
- Ability to efficiently deal with multiple priorities, functions and activities.
- Working knowledge of word processing, spreadsheet and database-tracking software systems.

**Physical Requirements
and Work Environment**

- Occasionally lift up to 30 pounds.
- Works in both the David A. Segal Family Aquatic Center on the campus of Jesuit Dallas and outside in varying weather conditions.
- Works in a highly stressful environment dealing with a wide variety of challenges, deadlines and a varied and diverse array of contacts.
- May work at a desk and computer for an extended period of time.