

# Aquatics Coordinator, City of Portland, Texas Parks & Recreation Department

## Job Details

### Category

Parks and Recreation

### Status

Open, Newly Created Full-Time Position

Exempt

### Salary

\$47,854 - \$69,389 DOE

### Closing

Open Until Filled. First review of applications will be March 25, 2022.

Under the supervision of the Recreation Programs Manager the Aquatics Coordinator will organize and supervise the overall year-round operations of the aquatic's division including public swim, swim lessons, swim teams, water aerobics, special events and maintenance operations associated with the facility.

Essential functions include but are not limited to:

- Responsible for daily, monthly, and yearly program planning and directing of activities associated with the Portland Aquatic Center to include public swim, swim lessons, swim teams, special events and water aerobics
- Assist Recreation Program Manager with lifeguard training/certification and staff in-service.
- Responsible for the maintenance operation of the Portland Aquatic Center including water quality, building maintenance, and pump room maintenance.
- Responsible for the development and administration of the Aquatic program budget.
- Supervises up to 30 part time employees.

This position is subject to the City of Portland's Background Investigation and Drug Testing Policy. New hires are required to provide proof of identity and legal authority to work in the United States per Federal law.

THE CITY OF PORTLAND IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Portland offers a generous benefits package that includes paid health, dental, vision, life insurance and disability insurance, paid vacation, sick leave and holidays. Portland is a TMRS City at 7%, 2:1 match. Optional 457, Roth IRA and Cafeteria Plans available.

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## Qualifications

• High school or equivalent required. • Bachelor's degree in a related field from an accredited college or university required • Three years of experience in Aquatics required • One-year full-time experience as a supervisor in Aquatics required • Ellis and Associates International Pool and Waterpark Lifeguard License • Professional Rescuer CPR/ First Aid License • Aquatic Facility Operator or Certified Pool Operator • Valid Texas Motor Vehicle Operator's Class C license

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## Miscellaneous Information

Applications available online at [portlandtx.com](http://portlandtx.com). Completed applications may be emailed to [humanresources@portlandtx.gov](mailto:humanresources@portlandtx.gov), hand-delivered, or mailed to the City of Portland, Human Resources, 1900 Billy G. Webb Drive, Portland, Texas 78374. Resumes not accepted in lieu of a complete City of Portland application.