



**Position Opening**  
**Aquatics Coordinator**

The City of Norwalk will accept applications beginning September 7, 2023 for the full-time position of Aquatics Coordinator at the Ernsthausen Recreation Center.

Qualifications for the positions are:

1. completion of secondary education or equivalent
2. three (3) years of experience working in recreational aquatics or other related area
3. three (3) years lifeguard or Water Safety Instructor experience, or equivalent

**LICENSURE OR CERTIFICATION REQUIREMENTS**

Must be currently certified as a Water Safety Instructor.

Must possess a current certificate in Lifeguard Training with First Aid and CPR for the Professional Rescuer.

Must possess or obtain Instructor Status certification in Lifeguard Training with First Aid and CPR for the Professional Rescuer within six (6) months of employment.

Must be Certified Pool Operator or Aquatics Facility Operator or obtain such within six (6) months of employment.

Applications may be picked up at Norwalk City Hall, 38 Whittlesey Avenue, Norwalk, Ohio beginning on September 7, 2023 or downloaded from the City's website at [www.norwalkoh.com](http://www.norwalkoh.com). All applications must be returned to City Hall no later than noon on September 25, 2023.

Applicants are subject to background investigations and some applicants may be disqualified from employment in accordance with the City of Norwalk hiring policy regarding past criminal convictions.

Questions can be directed to Lisa Hivnor, Civil Service Clerk at (419) 663-6700.

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**CITY OF NORWALK**  
An Equal Opportunity Employer  
**POSITION DESCRIPTION**

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**Position Title:** AQUATICS COORDINATOR  
**Classification Specification:** 60302 Aquatics Director

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<b>Office/Division:</b>	Parks & Recreation	<b>Employment Status:</b>	Full Time
<b>Reports To:</b>	Recreation Director	<b>Civil Service Status:</b>	Classified
		<b>FLSA Status:</b>	Non-Exempt

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### QUALIFICATIONS

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Must be Certified Pool Operator or Aquatics Facility Operator or obtain such within six (6) months of employment.

### MINIMUM ACCEPTABLE CHARACTERISTICS (\* Indicates developed after employment)

#### Knowledge of:

1. aquatics facilities management
2. public relations
3. departmental policies and procedures\*
4. safety practices and procedures
5. aquatics maintenance practices and procedures
6. pool rules and regulations\* (including local and state Health Department regulations)
7. water safety practices
8. budget administration
9. supervision

#### Ability to:

1. communicate effectively
2. collect, analyze, and interpret data
3. prepare and maintain accurate documentation
4. develop and maintain working relationships with associates, supervisors and the general public
5. calculate fractions, decimals and percentages

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**Position Title: AQUATICS COORDINATOR**

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**Skill in:**

1. the operation of pool maintenance equipment
2. swimming
3. pool operations and proper chemical balance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101

1. Supervises the activities of lifeguards and aquatics instructors, schedules and assigns work, disciplines or commends, evaluates performance; interviews and recommends the hiring or rejection of job applicants; trains or assists with training and testing; assists with planning and conduct of periodic staff meetings.
2. Plans, promotes, and organizes aquatics programs and special events; assists with the implementation and oversight of procedures to ensure the proper maintenance and care of such facilities.
3. Instructs aquatics classes and performs pool lifeguard duties, enforces rules and regulations, cautions swimmers, rescues swimmers in danger of drowning.
4. Prepares and maintains records, reports, and other documentation
5. Demonstrates regular and predictable attendance.
6. Maintains required licensure and certification.

**OTHER DUTIES AND RESPONSIBILITIES**

1. Ensures safety equipment is clean, neat, and operational; corrects safety hazards and/or reports potential hazards to management staff.
2. Performs other duties as assigned.

**EQUIPMENT OPERATED**

- |                    |                                       |
|--------------------|---------------------------------------|
| 1. pool vacuum     | 5. filtration system                  |
| 2. pressure washer | 6. chemical feeders                   |
| 3. pumps           | 7. standard business office equipment |
| 4. hydraulic lift  |                                       |

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS**

1. fixed industrial stairs
2. fixed and portable ladders
3. compressed gases (including acetylene)
4. individuals in need of medical or first aid
5. noisy operations or activities
6. flammable and combustible liquids
7. personal protective equipment (hardhats, earplugs, eye protection)
8. the handling of materials and supplies
9. hand and portable powered tools
10. hazardous chemicals
11. air contaminants
12. periodic exposure to blood or other bodily fluids
13. exposure to chemicals found in an office environment
14. working in and around crowds
15. occasional hostility from the general public

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

Section 12: That the compensation for Recreation Coordinator and Aquatics Coordinator for Parks & Recreation is hereby set as follows:

<u>Class</u>	<u>Hourly 2022</u>	<u>Hourly 2023</u>	<u>Hourly 2024</u>
1	23.68	24.27	24.88
2	22.58	23.15	23.73
3	21.43	21.97	22.52
4	20.59	21.11	21.64
5	19.69	20.18	20.69
6	18.10	18.55	19.01
7	16.59	17.01	17.44