



**Collinsville Area Recreation District**  
**Job Description: Aquatic Quality Assurance Manager**

**Department:** Aquatic

**FLSA Status:** Non-Exempt/Hourly

**Immediate Supervisor:** Quality Assurance Supervisor **Salary Range:** TBD

**Supervises:** Aquatic Quality Assurance Workers

**Classification:** Full-Time/Seasonal

**JOB SUMMARY**

Under the direction of the Quality Assurance Supervisor, the Aquatic Quality Assurance Manager is expected to carry out all assigned duties independently within the framework of established departmental policies. The Aquatic Quality Assurance Manager is responsible for all aspects of managing the quality assurance at Splash City Waterpark to include coordinating staff and maintenance of the waterpark. This position must be available to work evenings, weekends, and holidays in accordance with the operating hours of the Waterpark and any assigned scheduled programs and special events.

**SPECIFIC DUTIES (Include, but not limited to the following)**

- Trains (pre and in-service), evaluates, schedules and oversees payroll of all aquatic quality assurance staff.
- Manages Splash City seasonal quality assurance staff and performs facility and grounds maintenance, repair and construction to ensure proper appearance, cleanliness and safety, to include: trash collection, equipment maintenance and repair, restroom sanitation and supply inventory.
- Anticipates staff turnover and maintains proper staffing levels
- Implements an ongoing program of staff training and development to insure a high level of competency in all areas of aquatic operations.
- Monitors and performs all phases of water chemistry ensuring proper balance, operating levels and supply inventory.
- Monitors inventory and makes recommendations for purchase of additional supplies and equipment.
- Oversees and performs turf, tree and flower bed maintenance for Splash City, including, but not limited to: fertilization, mowing, trimming, aeration, irrigation and weed removal.
- Maintains equipment and storage areas to ensure the highest level of safety and equipment life.
- Established and implements a preventive maintenance schedule for all assigned equipment and water attractions.
- Recognizes and responds to emergencies.
- Maintains records of accidents, staff trainings, and property dispositions required by IPARKS and other aquatic oversight entities.
- Enforces customer service oriented policies governing aquatic center operations.
- Monitors waterpark areas maintained to ensure assigned duties are properly performed and assigns additional maintenance as required.
  - Maintains daily log of all work performed and completion dates.
  - Maintains daily duties list for all assigned seasonal staff. This includes special projects and regular duties to be performed by seasonal staff.
- Serves as part of the Aquatics management team, coordinating efforts and recommendations with the Quality Assurance Supervisor.
- Performs and documents safety checks on all equipment to include repair, removal, and/or replacement of items as needed and reporting such equipment failure on a daily basis.

- Attends all management staff meetings and in-service trainings and facilitates weekly staff meetings with maintenance staff.
- Actively supports District Loss Control/Risk Management Program by performing all job tasks within the rules and guidelines of the District's safety program.
- Observes and reports unsafe conditions and/or issues to Quality Assurance Supervisor.
- Performs other duties as assigned by Quality Assurance Supervisor.

## **QUALIFICATIONS**

- High School Diploma or equivalent with B.S. or Associates Degree from an accredited college/university in Recreation or Sports Management preferred.
- In-depth knowledge of equipment, materials, and supplies used in the maintenance and repair of a public outdoor aquatic facility preferred.
- Knowledgeable in the operations of all aquatic center systems (computer, filtration, etc.).
- Some basic knowledge regarding working with electricity, plumbing and landscaping preferred.
- Three years previous experience managing the quality assurance of a public outdoor aquatic facility preferred.
- Proficiency using various computer programs, including Microsoft Word, Excel and familiarity with e-mail programs and the Internet.
- Strong interpersonal and communication skills, both oral and written.
- Demonstrated ability to provide quality, courteous customer service.
- Enthusiastic self-starter who can work independently and as part of a team.
- Capable of lifting 60 pounds, moving 30 pounds, bending to the floor and reach/lift overhead, and climbing a minimum of an 8' ladder.
- Capable of working outside in extreme temperatures for extended periods of time.
- Must be able to successfully pass an ISP Criminal Background Check, medical exam, and drug/alcohol screening.
- Must have a valid driver's license.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.