

Supervisor - Aquatic Services (Park and Recreation [PKR] Dept., Non-Civil Service)

Apply

Full time

Posted 10 Days Ago

End Date: December 3, 2026 (19 days left to apply)

26-29067

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Job Summary

Job Description

Overview
The Supervisor - Aquatic Services provides the highest level of supervision to the operation, care, and maintenance of multiple (5-7) aquatic center and community pool locations in an assigned geographic area. This position is responsible for the coordination of aquatic programs and events, marketing programs and services to the public, ensuring adherence to state and local codes, enforcement of policies and procedures and

revenue collection and maintenance of financial records and reports. This position provides guidance and advanced specialized expertise for a team responsible for the evaluation, development and implementation of the aquatic operations of the City of Dallas Community Pools, provision of aquatic programs and water safety education.

Essential Functions

1 Plans, schedules and oversees the implementation of aquatic programs including organizing courses to be offered, generate schedule of courses and assign instructors at multiple locations, program planning, and conducting aquatic special events and competitions.
2 Analyzes aquatic facility operations and implement changes to improve efficiency, service and productivity, and ensure operational goals are met in a timely manner.
3 Delegates authority and responsibility for assigned tasks to subordinates; monitors and oversees maintenance, safety, food handling, and general care; plans, implements, coordinates, monitors compliance, and evaluates policies and procedures; reviews and oversees work schedules of others at subordinate levels.
4 Plans and conducts certification courses such as Lifeguarding, First Aid, and CPR, as well as ongoing required in-service training sessions to ensure facility staff meet state code requirements and to protect the life safety of customers/citizens.
5 Ensures the adherence to State and Local laws governing public pool operation, following all environmental and CDC guidelines for ensuring a clean and safe swimming environment for the protection of the health and life safety of the public, and maintaining all related and required documentation.
6 Identifies marketing opportunities for assigned aquatic facility locations and programs, create marketing materials, attend marketing events such as trade shows and expos and conduct presentations to promote division activities.
7 Oversees the daily collection of revenue and ensure adherence to cash handling procedures at multiple locations, maintain financial records and generate reports.
8 Manages equipment, inventory, fixed assets, retail and food sales, concession operations, and all associated purchasing and payment activities for multiple locations.
9 Provides quality customer service and competent public interaction; provides detailed information about hours of operation, park features and amenities, special events and promotions, resolving complaints, and accommodating special requests.
10 Engages and works with vendors to ensure assigned aquatic facilities are stocked with necessary supplies; monitors purchases and ensures all purchasing is in line with the budget.
11 Serves on department-wide task forces or committees.
12 Performs other duties as assigned to support division activities.

Minimum Qualifications:

Education
Bachelor's degree in recreation, physical education or related field.

Experience
Four (4) years of experience in the development, organization and operation of a water park, aquatics program or public swimming pool facility. AND two (2) years in a supervisory capacity. This experience may be concurrent.

Licenses and Certifications
Must have a Texas class C driver's license or acquire one within 90 days of establishing residency.

The following certifications or the ability to acquire them within six months of hire:

- Lifeguard Instructor Certification
- First Aid/CPR for the Professional Rescuer
- Water Safety Instructor Certification
- Swim Coaches Certification
- Food Managers Certification

Preferences

- Certified Pool Operator Certification or Aquatic Facility Operator Certification.

***Minimum Qualification Notation: All qualifying information outlined in the minimum qualifications section: including education, experiences, and licenses/certifications MUST be included in the respective sections of the application (not simply the attachments-for example: resumes or cover letters) to be considered for this position.**

Knowledge, Skills, Abilities

1 Knowledge of supervisory practices for aquatics facilities and operations.
2 Knowledge of aquatic facility operations including pool mechanical systems and water chemistry, salary budget, encumbrance account, environmental/ health local and state laws, cash handling, purchasing, human resources.
3 Knowledge of Risk Management procedures, Emergency Action Plan development and safety programs pertaining to aquatic facilities.
4 Skill in a Microsoft environment, including Excel and PowerPoint.
5 Skill in administrative function, database management and record keeping.
6 Ability to utilize recreation management software such as RecTrac and Meet Manager.
7 Ability to provide exemplary customer service.
8 Ability to communicate effectively orally and in writing.
9 Ability to manage conflicting priorities.
10 Ability to supervise, lead, direct, evaluate, coach, and train large groups of personnel.
11 Ability to identify issues, gather and analyze information, and implement resolutions.
12 Ability to work with diverse populations.
13 Ability to work independently and be self-directed in accomplishing day-to-day tasks.

Salary Range

$62,379.20 - $76,585.60

The salary listed on this job posting is the starting salary range; amount offered will depend upon qualifications.

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