

WATER PARK ASSISTANT MANAGER

The City of Carlsbad is accepting applications for the position of **Water Park Assistant Manager**. This is a seasonal position that runs from approximately the first of May until the middle of September, working full-time when school is not in session and working part-time, flexible hours when school is in session.

Primary job duties will involve assisting in managing the Water Park which is open each year from approximately Memorial Day until Labor Day.

Performs administrative, supervisory and professional work in the operation and maintenance of the Lake Carlsbad Aquatic Park and Beach.

Assists the Water Park Manager to manage and supervise operations at the Water Park; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Provides leadership and direction to the Water Park Staff in the absence of the Manager.

Communicates official plans, policies and procedures to staff and the general public. Assists the Water Park Manager to supervise, maintain, and conduct activities related to the water park. May schedule special events or private events at the water park. Ensures that the park opens and closes at posted times.

Assists with and in the absence of the Water Park Manager determines work procedures, prepares work schedules, and expedites work flow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Directs the enforcement of safety rules and regulations.

Assists with management of pre-season preparation work and off-season tear down. Ensures all water quality levels are maintained. Obtain all permits or licenses required by the state of New Mexico for Water Park Management. Other related duties or assignments as directed.

Knowledge of State and local regulations relating to public water parks. Knowledge of operating systems in the water park; pumps, valves, piping, chemical additives, water quality testing, etc.

Ability to establish and maintain effective working relationships with staff and the public. Ability to follow oral and written instructions, procedures and guidelines. Ability to manage lifeguard, concessionaire workers and maintenance staff in a professional manner. Ability to maintain detailed records concerning finances, personnel and park maintenance operations. Ability to spend long hours outside in hot weather overseeing operations.

Qualifications: High school diploma or GED. Must have a minimum of three (3) years supervisory experience in a management or administrative capacity. Previous aquatics program management/coordinator experience helpful. Must be able to obtain and maintain Pool Operators Certification, lifeguard certification, first aid and CPR certification.

Must have an excellent work history to include dependability and stability. Must possess and maintain a valid New Mexico operator's license.

Starting base hourly rate will be \$22.65. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Applications accepted until position filled.

EOE M/F/V/D