RICHFIELD CITY

POOL/AQUATICS MANAGER

Full-Time Position — $60,000 Annual Salary, Plus Benefits

Richfield City is accepting applications for the full-time position of **Pool/Aquatics Manager** at its new indoor aquatic facility.

The Pool/Aquatics Manager will be responsible for overseeing the daily operations of the City's year-round aquatic facility, which includes a six-lane competition pool, diving boards, leisure pool, water slide, zero-entry swimming area, and aquatic play features.

This position is responsible for managing facility operations, supervising employees, coordinating aquatic programs, maintaining safety standards, and overseeing the facility's operating budget.

A key responsibility will be **managing personnel costs through efficient employee scheduling, adjusting staffing levels and facility operations based on attendance and program needs, and ensuring the facility operates within its approved budget** while maintaining appropriate safety standards and quality public services.

Primary Responsibilities:

- Manage daily Aquatics Center operations, programs, and activities.
- Supervise, train, schedule, and evaluate lifeguards, assistant managers, and other facility employees.
- Develop efficient staffing schedules that provide appropriate coverage while controlling personnel costs.
- Monitor attendance and adjust staffing levels and facility operations to meet changing needs.
- Ensure compliance with aquatic safety standards, emergency procedures, and health regulations.
- Coordinate swimming lessons, swim teams, lap swimming, open swimming, facility rentals, and other aquatic programs.
- Oversee facility maintenance, water quality monitoring, and equipment needs.
- Assist in preparing and managing the annual operating budget.
- Monitor facility revenues, expenditures, and attendance.
- Provide excellent customer service and maintain positive relationships with patrons, employees, and community organizations.

The Manager will have responsibility for day-to-day facility operations and will work under the direction of City administration on budget, policy, and major personnel matters.

Qualifications:

Applicants must be high school graduates or equivalent and have experience in aquatic operations, recreation management, or a related field. Supervisory experience is required. A degree in recreation management or a related field is preferred but not required.

Applicants should have strong organizational, leadership, communication, budgeting, employee scheduling, and customer service skills.

Current lifeguarding, CPR/AED, First Aid, and Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certifications are preferred. The successful applicant must obtain required certifications within the timeframe established by the City.

Work Schedule:

This is a full-time position. Work hours may vary and may include early mornings, evenings, weekends, and holidays.

Compensation:

$60,000 annual salary, plus the City's applicable benefits package.

Application Information:

Applications and a complete job description may be obtained from the City’s website www.richfieldut.gov.

Application Deadline: 4 p.m. November 13, 2026.

Richfield City is an Equal Opportunity Employer.