



City of Missoula Aquatics Facilities Specialist

SALARY	\$27.32 - \$30.02 Hourly	LOCATION	Missoula, Montana
JOB TYPE	Regular, Full-Time	JOB NUMBER	00708
DEPARTMENT	Parks & Recreation	DIVISION	P&R Aquatics
OPENING DATE	05/19/2026		

Overview

Help keep Missoula's aquatics facilities running at their best! The Program Specialist I – Aquatics Facilities is a dynamic role that blends facility maintenance, water quality management, staff coordination, and public service. Supporting locations like Currents Aquatic Center, Splash Montana, and community spray decks, this position plays a vital role in creating safe, clean, and enjoyable spaces for residents of all ages. If you're detail-oriented, hands-on, and passionate about community recreation, this is an opportunity to make a meaningful impact.

Screening of applications will begin on **Monday, June 8, 2026**. It is in your best interest to apply before this date.

To Apply: All applicants must submit the **City of Missoula Application**. Please ensure that all details are entered on the application form.

Resumes will not be reviewed. All details should be entered on the application.

Starting Pay:

New hires start within our entry-to-market range, depending on experience and qualifications. The starting range for the position is \$27.32 - \$30.02/hour and will increase each year for longevity and cost of living adjustments.

Full Pay Range:

Each position also has a full wage range that reflects potential growth over time, including annual increases for longevity and cost-of-living. The full range for the position is \$27.32 - \$31.83/hour.

Parks&Recreation
City of Missoula • 600 Cregg Lane • 721-PARK

Essential Functions

- Responsible for daily maintenance of building systems and equipment to ensure all systems work properly.

- Implement multiple maintenance procedures for the equipment and building envelope systems at Currents, Splash Montana and the spray decks located at Bonner, Marilyn, Franklin, and Westside parks.
- Lead and direct workflow and schedules, monitor performance of assigned program staff.
- Create and utilize procedural documents to ensure safe, efficient, sanitary and consistent operations at all aquatics facilities; prepare a variety of reports, correspondence, and other documents.
- Utilize codes and controlling documents, such as: the Model Aquatic Health Code and the Montana Standards for Public Swimming Pools, to implement safe & efficient policies and procedures.
- Lead and facilitate water quality, risk management, and facility/janitorial maintenance processes.
- Maintain and repair equipment; make recommendations for improvement and upgrades of water quality and building envelope systems; assist with budget planning for facility-related expenses and track costs for repairs, maintenance, and projects.
- Lead and facilitate various staff trainings, and organize logistics; assist with developing procedures, goals and objectives.
- Provide leadership and serve as a supportive member of the Aquatics Management Team to ensure high quality aquatics facilities and programming.
- Maintain inventory of facility supplies, including janitorial, maintenance, and safety equipment; order supplies and equipment, as needed.
- Provide support in the daily operations of the department, including delivery of services, implementing approved plans, public outreach, education, etc.
- Organize and assist with department policies, goals, and objectives, including reviewing operations, recommending and implementing organizational and/or procedural changes, etc.
- Serve as a resource to employees on department policies and procedures and to the public on departmental projects and plans.
- Perform customer service functions by providing information and explaining Parks and Recreation services, programs, facilities, and plans, interpreting department rules and regulations etc.; scheduling appointments; performing permit and payment transactions; responding to general inquiries, etc.; maintaining department files.
- Develop and maintain various partnerships, with intra-departmental divisions, Missoula County Public Health, and other community entities, to execute projects and increase the impact of department efforts.
- Monitor adherence to safety and risk management policies and procedures; assist with safety and risk management training.
- Create and deploy tools to collect input through surveys, comment forms, etc.; analyze data to informed decisions to improve the functioning of pool equipment, and the cleanliness/sanitation of pool and pool area; summarize data to present to management.
- Provide support to residents by reviewing, responding to requests for service and/or complaints, and seeking to find resolutions within the scope of the position and set guidelines or consult with supervisor on complex situations.
- Coordinate resources and administrative details of special projects or studies, including coordinating purchases, supplies and equipment, coordinating outside vendors, leading intermittent staff, etc.; research and analyze routine administrative projects; manage project budgets, expenditures, grants, etc.; develop and maintain a detailed project schedule/calendar and various other administrative tasks.
- Provide support to various programs and/or projects related to assigned department/work unit(s).
- Perform lifeguard duties; teach swimming lessons and water aerobics, as needed.
- Assist supervisor with various department activities.
- Perform other duties as assigned, based on training and qualifications.

Knowledge, Skills and Abilities

- Knowledge of general business operation principles and practices, including accounts payable/receivable, workflow procedures, purchase orders, requesting quotes, etc.
- Knowledge of, or the ability to learn, the principles and practices of public administration, including budget management, program management, policy implementation, etc.
- Knowledge of, or the ability to learn, grant processes, including tracking and reimbursement submittals.
- Knowledge of, or the ability to learn, the importance of Parks and Open Space to a community.
- Knowledge of, and ability interpret and promote, departmental safety considerations, City safety policies, OSHA standards and guidelines, and the Americans for Disabilities Act.

- Skill in using various computer software and databases, including Microsoft 365 and GIS software, with the ability to learn job specific applications and equipment.
- Skill in maintaining various aquatics facilities, including indoor/outdoor pools and splash decks, etc.
- Skill in safely operating various tools and other equipment.
- Skill in multitasking in a fast-paced environment and managing multiple projects while prioritizing tasks with shifting priorities and timeline demands.
- Skill in organization, time management and prioritizing with the proven ability to have keen attention to detail and accuracy in performing work with adherence to strict deadlines.
- Skill in implementing various operating procedures and policies.
- Skill in communicating, in person and writing, with the proven ability to establish and maintain positive working relationships with diverse individuals.
- Ability to lead and coordinate logistics for multiple projects.
- Ability to analyze and report various data.
- Ability to maintain current knowledge, developments, and trends related to specific areas of focus and/or assigned projects.
- Ability to maintain and exhibit integrity and discretion in handling the confidential and sensitive information.
- Ability to maintain and foster a culture of professionalism, adhere to departmental and City standards and specifications, and support a positive team environment.
- Ability to participate in a customer focused and team-oriented environment, contributing as lead and collaborator, when necessary.
- Ability to resolve conflict with facilitating outcomes while maintaining a calm demeanor.
- Ability to learn program specific technical components, such as: HVAC systems, pool chemistry, disinfectant systems, pumps, and filtration.
- Ability to learn City and departmental policies, procedures, and practices, including Missoula Municipal Code, Model Aquatic Health Code, Montana Standards for Public Swimming Pools, and other various federal, state, and local laws, ordinances, and regulations.

Working Conditions:

- Position requires the ability to lift and maneuver 80lbs or less.
- Work environment may involve occasional exposure to unavoidable weather conditions, occupational hazards, and physical risks, which require following basic safety precautions.
- Duties may require driving City vehicles to transport youth of all ages to various recreational sites and facilities.

Qualifications and Additional Application Materials

- Any combination of education and experience equivalent to five (5) years' experience with administrative support, facility maintenance, or another relevant field.
- Must have a valid Montana driver's license with a verified acceptable driving record, or the ability to obtain within 60 days of hire.
- Must be able to pass a fingerprint background check.
- Must have a Lifeguard, CPR/AED, First Aid certification, or the ability to obtain within six (6) months of hire.
- Must have Certified Pool Operator certification, or the ability to obtain within six (6) months of hire.
- Experience working with Parks & Recreation, preferred.

The City of Missoula does not sponsor employment visas (e.g., F-1, H-1B, TM). Applicants must be authorized to work in the United States on a full-time basis at the time of application.

Employer

City of Missoula

Address

435 Ryman Street
Human Resources
Missoula, Montana, 59802

Phone

Website

Aquatics Facilities Specialist Supplemental Questionnaire

*QUESTION 1

Have you ever held a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification, or do you currently hold one?

*QUESTION 2

Have you ever been certified as a lifeguard or do you currently hold a valid certification? Please Specify.

*QUESTION 3

Do you have a Water Safety Instructor Certification?

*QUESTION 4

Please describe your experience with HVAC systems, pool chemistry, disinfectant systems, pumps, and filtration.

*QUESTION 5

Please describe your experience with water quality, risk management, and facility/janitorial maintenance processes.

*QUESTION 6

Please describe your experience maintaining inventory of facility supplies, including janitorial, maintenance, and safety equipment.

*QUESTION 7

Are you available to work a variable schedule, including early mornings and weekends?

Yes

No

* Required Question