



Aquatics Supervisor

Parks and Recreation

PR/6

JOB SUMMARY

This position is responsible for supervising the department's aquatics programs and facilities.

MAJOR DUTIES

- Manages day to day operations of the aquatic facilities; ensures proper lifeguard and instructor staffing levels are maintained.
- Supervises the maintenance of pools and related facilities; monitors and maintains mechanical/pump room; maintains pool vacuum and other equipment; maintains pool signage.
- Regulates pool chemicals, pH, and chlorine levels; maintains chemical inventory and use records.
- Monitors facility operations to ensure compliance with local, state, and federal guidelines; maintains required certifications.
- Hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel.
- Schedules lifeguards for guard duties, swim lessons, and pool maintenance.
- Conducts regular in-service training sessions.
- Schedules swim lessons and oversees class registration.
- Performs lifeguarding duties as necessary; instructs swim classes for a variety of skill levels.
- Coordinates and oversees swim meets.
- Assists in the promotion of department programs and facilities; prepares press releases and other promotional materials.
- Maintains aquatics files and lessons.
- Prepares and instructs a variety of classes and programs for the public.
- Serves as department Safety Officer; organizes and conducts monthly safety meetings; participates in coordinating emergency action plans; maintains first aid supplies.

- Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of aquatics facility maintenance principles.
- Knowledge of water safety principles and practices
- Knowledge of lifeguarding principles and practices.
- Knowledge of recreation program management principles.
- Knowledge of computers and job-related software programs.
- Skill in planning.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Community Center Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include OSHA regulations, professional standards, Red Cross guidelines, state swimming pool regulations, and city and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The variety of tasks to be managed contributes to the complexity of the work.
- The purpose of this position is to manage aquatic facilities and programs. Successful performance in this position contributes to the efficient and effective delivery of recreation services to area residents.

CONTACTS

- Contacts are typically with coworkers, other city personnel, volunteers, community leaders, school representatives, vendors, coaches and instructors, members of the news media, and the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and

motivate persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or swimming. The employee occasionally lifts light and heavy objects, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, aquatics facilities, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to machinery with moving parts and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned part-time personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain Certified Pool Operator (CPO) certification.