

AQUATICS SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

To participate in the overall operation and maintenance of the American Canyon Aquatic Center; to plan, organize, coordinate, develop, implement, promote, and evaluate aquatic activities and programs for all ages.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from a higher level management position and exercises direct supervision over aquatic and pool support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, objectives, policies, and promotions for the City's aquatic and community services programs.
- Exercise direct supervision over all assigned staff including temporary and seasonal staff, independent contract instructors and volunteers, and other assigned staff.
- Assist Human Resources staff in recruiting temporary, part-time, or seasonal staff as required.
- Train, supervise, evaluate, and resolve personnel problems of assigned staff.
- Develop aquatics staff work schedules and maintain timecards.
- Instruct Lifeguard Training and CPR classes to enhance the number of eligible candidates for aquatic staff positions.
- Develop emergency procedures and train staff regarding the implementation of the procedures.
- Ensure the safety of pool users and enforce all user rules and policies of the Community Services Department.
- Develop new activities and programs and improve existing activities and programs to meet the leisure needs of the community.
- Supervise and participate in program development, advertisement, registration, and implementation of aquatic programs. Serve as lifeguard and swim instructor as needed or required.
- Account for all revenues received, including establishing and enforcing revenue accounting processes for the Aquatic Center.
- Work with maintenance staff to develop pool facility maintenance procedures and train staff regarding the procedures.
- Ensure the regular testing of pool water, maintain required records, and ensure that the pool meets all standards established in the State of California Health and Safety Code.
- Keep the pool, pool deck, and auxiliary buildings clean and free of litter and debris.

- Respond to citizen concerns and requests.
- Notify Public Works of any maintenance required on the facility, equipment, or materials.
- Read and record pool mechanical chemical information on a daily basis, as required.
- Recommend fees and charges to the department head.
- Attend Parks and Community Services Commission meetings as requested.
- Attend departmental meetings as requested.
- Prepare clear and comprehensive reports as required.
- Perform research and conduct surveys regarding a variety of recreation and aquatic issues.
- Answer the telephone, assist and register customers in the Aquatics Center office and department office as needed.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Philosophy, principles, and practices of public aquatic and recreation programs.
- Pool activities suitable for children, adults, disabled, and senior citizens.
- Routine swimming pool maintenance, chlorinators, heaters, and other equipment used in a pool facility.
- Basic pool chemistry, including chemicals used to disinfect water and maintain proper PH in a public pool.
- Practices and principles of first aid and CPR lifesaving.
- Safety measures at a public pool.
- Health and safety codes applicable to the operation of a public pool.
- Practices of training and supervision.
- Budget preparation control.
- Principles and practices of customer service.

Ability to:

- Supervise a variety of aquatic programs.
- Communicate clearly and concisely, both orally and in writing.
- Supervise and instruct individuals and groups in an aquatic and recreation activities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret community demand for aquatic programs.
- Successfully resolve a variety of customer service related matters.

Minimum Qualifications:

Education and/or Experience:

Two years of increasingly responsible experience performing aquatics program supervision, including management of a public pool and supervision of staff.

License Requirement:

Possession of a valid California Class C Driver License is required at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Certificate Requirement

- CPR for Professional Rescuer Instructor (or equivalent)
- First Aid Instructor (Title 22)
- Water Safety Instructor (or equivalent)
- Red Cross Lifeguard Training or current certification in life guarding through Ellis and Associates
- A recognized water safety certificate issued by the YMCA, YWCA or other recognized certifier organization.
- Lifeguard Training Instructor certification is required before completion of probation.
- Certified Pool Operator.

Physical Requirements:

Work is performed in a typical outdoor environment on a year-round basis. (1) Mobility: frequent performance of heavy manual labor; frequent standing for long periods of time; frequent bending and squatting. (2) Lifting: frequent lifting up to 50 pounds; occasional lifting up to 75 pounds. (3) Vision: constant use of overall vision. (4) Dexterity: frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking in person. (6) Emotional/Psychological: frequent coworker contact; occasional working alone. (7) Environmental: frequent exposure to loud noise; frequent exposure to chemicals, fumes, and other environmental substances.

Other Requirements:

Some positions may require evening, weekend, or other shift work.

Classification	Adopted	Revised	Retitled	Class Code	FLSA Designation	Rep Unit
Aquatics Supervisor	7/2002	11/2013		4210	Non-Exempt	4

APPROVED: _____
Administrative Services Director

Date: _____