

## AQUATICS SUPERVISOR

Pulaski County

**Department:** Parks and Recreation

**Supervision Exercised:** Supervision of all aquatics staff

**Supervision Received:** Work is performed under supervision of the Program and Activities Manager.

**Classification (FLSA):** Non-Exempt, Part-Time Seasonal – Up to Forty (40) hours/week during the pool season of May through early September.

**REQUIRED TESTING/SCREENING & CERTIFICATIONS:** Drug & Alcohol Testing, Background Screening & Driving Record required as well as Certified Pool Operator (CPO), Certified Aquatics Facility Operator (AFO), Lifeguard, First Aid and CPR Certifications.

**AGE REQUIREMENT:** At least 18 years

**ESSENTIAL FUNCTIONS:** The Aquatics Supervisor is responsible for the management of the Randolph Park outdoor pool that includes pool chemistry, equipment and maintenance, training and supervision of lifeguards, pool attendants, and other ancillary staff. The Aquatics Supervisor will also ensure all employees and patrons remain in compliance with park rules and regulations as well as overseeing the safety and security of the entire aquatics facility. Physical presence on the job is required due to functions and responsibilities that must be performed onsite.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### RESPONSIBILITIES:

- Remain abreast of up-to-date lifeguarding skills and pool chemistry maintenance
- Provide regular training and mentorship to lifeguard and other aquatic staff
- Successfully participate in ongoing training relating to lifeguarding and aquatic skills as deemed appropriate by supervisor
- Maintain a high level of operational oversight of all aquatic activities to include appropriate development and organizing of programs and necessary staffing levels
- Advise supervisor on aquatic matters including trends and recommendations for future expansion of programs
- Prepare and maintain operational reports, as deemed necessary by supervisor, such as pool operations, program activities, public attendance, and financial reports

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- Ensure necessary equipment and supplies are readily available to meet aquatic facility operational needs
- Regular observation of aquatic complex operations including lifeguard performance water safety compliance, and compliance of incident reduction measures
- Performs regular testing of water quality - ensures observance of safety regulations
- Plans, develops and implements training programs and handbooks
- Develops and publicizes rules and regulations
- Responds to citizen complaints or inquiries regarding pool operation or programs
- Assists in hiring, training and evaluating program personnel
- Compiles employee schedule in advance for manager review to ensure all shifts are appropriately covered in all aquatics job roles
- Supervises and participates pool opening and closing maintenance routines
- Supervises the collection of daily entry fees, bag checks, and other pool attendance operations
- Inspects pumps, lines, filter equipment, locker room facilities, and makes minor reports or calls for service
- Must be available and willing to work evenings, weekends, and holidays throughout the summer

### **KNOWLEDGE SKILLS AND ABILITIES:**

- Ability to work cordially and professionally with staff members and the general public
- Knowledge of how a pool system works including, but not limited to, filtration, pool chemistry, equipment function/maintenance, and chemical hazards
- Ability to be professional, alert, courteous, and tactful with others
- Knowledge of all pool emergency procedures and daily facility security checks
- Ability to follow directions, arrive to work on time, and perform duties as specified
- Ability to supervise and manage individuals in large settings

**ADA REQUIREMENTS:** Position requires frequently lowering position of self to the floor using a variety of methods and maintaining that position to achieve work objectives; ability to frequently traverse surroundings; ability to extend position of self to gain access to objects, such as those on a shelf or small distance from self, ability to frequently remain stationary in an upright position; moving items weighing up to 50 pounds. This position also requires the continual use of one's ability to observe details at close range or at a normal distance in their surroundings and the ability to perceive sounds and communicate information accurately and understandably with others in the work environment.

### **EDUCATION AND EXPERIENCE:**

- High School Diploma required

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- Must be or become a Certified Pool Operator (CPO) or a certified Aquatic Facility Operator (AFO), (Training provided by employer upon hire)
- Must be or become certified in First Aid and CPR (Training provided by employer upon hire)
- Previous aquatic facility experience preferred
- Previous supervision experience preferred

### **PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

### **TRAINING AND JOB DEVELOPMENT:**

- Develops and sets own personal goals for acquiring new skills and job growth
- Participates in conferences, workshops, webinars, and other educational opportunities deemed necessary by supervisor
- Works with staff to discuss and resolve problems and provide ideas for improvement

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

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Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_

(Please print)

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Employee Signature

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Date