

Title: Aquatics Supervisor
PG: 47
Status: Civil Service
Position Reports to: Asst. Sup of Recreation
Department: Parks and Recreation

Class Code: 8021
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

Responsible for the safe and effective operations of all aquatic facilities. Plans, organizes, directs and maintains all aquatic programs, special events, and rental engagements. Supervises all administrative duties including daily operational, policies and procedures, all fiscal and budget related items, public relations and media, inspections, promotions, maintenance, troubleshooting, updates and improvements to the aquatic sites. Inspecting pools on a daily basis.

ESSENTIAL FUNCTIONS:

1. Supervises daily operational duties and the health and safety of all visiting guests, groups, and employees at all aquatic sites.
2. Supervises all fiscal related projects and monetary deposits of all aquatic sites.
3. Supervises the budget related items including revenue, expenses, staff budgets, payroll, and accounting reports of all aquatic sites.
4. Supervises and completes administrative duties including but not limited to logs, reports, work orders, proposals, justifications, statistical information, communicative letters and memos, and a variety of office related tasks of all aquatic sites.
5. Recruiting, hiring, training, in-servicing, and evaluating all staff members of all aquatic sites.
6. Supervises the maintenance, repair, and troubleshooting of all pool maintenance and technical support related to all aquatic sites.
7. Develops, promotes, and supervises all programs, special events, and opportunities offered to customer's at all aquatic sites.
8. Performs related work as required.

ADDITIONAL RESPONSIBILITIES:

1. Responsible for the pool chemistry, water cleanliness, chemical storage, chemical record keeping and statistical information of all aquatic sites.
2. Responsible for the submittal, update and tracking of permits, licenses, grants. Title III, and documents of various government agencies for all aquatic sites.
3. Responsible for the building/facility related items such as repairs, equipment, maintenance, and property inventory of all aquatic sites.
4. Responsible for providing media and marketing strategies including but not limited to community based invitations, speaking engagements, educational sessions, and various promotional opportunities.
5. Responsible for remaining rescue-ready at all times and performing or training professional rescuer duties as needed, remaining current in all skills, and remaining on-call as needed for emergency situations.
6. Serves as a Lifeguard and Lifeguard Trainer as needed.
7. Serves as an Instructor and Instructor Trainer as needed.

KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge of chemicals and water chemistry including the effects of specific environments to water and chemicals, government standards for use and storage, and hazardous chemical use and first aid.
2. Knowledge of the care, upkeep and preventative maintenance of aquatic facilities.
3. Ability to train in all Lifeguard, Lifeguard Trainer, Instructor, Instructor Trainer, and all Professional Rescuer methods and standards.
4. Ability to plan and supervise skilled and unskilled employees in proper operation of facilities, and establish and maintain effective working relationships with co-worker, subordinates, other City employees and general public with the skill to provide professional referral counsel to employees with needs while proper documentation is maintained.

Title: Aquatics Supervisor
PG: 47
Status: Civil Service
Position Reports to: Recreation Supervisor III
Department: Parks and Recreation

Class Code: 8021
Date: 09/08

5. Knowledge in pool operation including but not limited to pump and instrumentation management, pool maintenance, and facility maintenance.
6. Skills to supervise and operate a variety of equipment, hardware, tool & implements, and completes work projects with maximum efficiency.
7. Skills in office related tasks such as, accurate record keeping, documentation, concise letter writing skills, statistical tracking, informational log entries, organizational skills, and computer system skills, writing justifications, proposals, production outlines, annual/seasonal/monthly reports, grants, and any other requests made by supervisors.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 50 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to bright/dim light, chemicals, blood borne pathogen, and environmental hazards.

The job requires normal visual acuity, field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Completion of two (2) years of course work from accredited college or university.
2. Two (2) or more years of experience as a Swimming Instructor Trainer and Trainer of Instructor Trainers.
3. Two (2) or more years of experience as a Lifeguard Trainer and Lifeguard Trainer Instructor.
4. Two (2) or more years of supervisory experience with numerous subordinates.
5. An equivalent combination of education and experience that is determined to be directly related to the foregoing specified requirements may be substituted.
6. Completion of City University Level one (1) or completion within twelve (12) months

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid Florida C.D.L. Class "B" License, or obtain one within six (6) months of employment.
2. Must maintain a valid home telephone number.
3. Must possess and maintain a Lifeguard and Lifeguard Trainer License.
4. Must possess and maintain an Instructor and Instructor Trainer License.
5. Must possess a Certified Pool Operator License or Aquatic Facility Operator License.
6. Must pass physical examination, drug and alcohol related examinations, and all legal background checks as required by the City of Lakeland.
7. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.