

Title: Assistant Aquatics Supervisor
PG: 42
Status: Civil Service
Position Reports to: Aquatics Supervisor
Department: Parks & Recreation

Class Code: 8097
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

To assist in the complete operation and maintenance of the City of Lakeland aquatics facilities. Keeping the environment healthy and safe for public use. Assisting the Aquatic Supervisor with any other work related tasks.

ESSENTIAL FUNCTIONS:

1. Supervises and maintains the health and safety of all users of the facilities and all employees.
2. Assists in supervising the enforcement of rules, regulations, and policies to all guests, groups and organizations.
3. Ensures the proper pool maintenance, repair, and troubleshooting for the aquatic facilities, pumps, equipment and hardware.
4. Maintains the cleanliness and chemical balance of pool sites.
5. Supervises the operational duties of staff at respective sites.
6. Assists Aquatics Supervisor in the administrative duties such as payroll, purchases, work orders, daily updates of operational logs, reports, and statistical record keeping.
7. Trains all Swimming Pool Operators
8. Assists Aquatics Supervisor with all duties.
9. Assists in recruiting, hiring, training, in-servicing, and evaluating all staff members of aquatics sites.
10. Supervises the maintenance, repair and troubleshooting of all pool maintenance and technical support related to all aquatic sites.

ADDITIONAL RESPONSIBILITIES:

1. Serves as a Lifeguard and Lifeguard Trainer as needed.
2. Serves as an Instructor and Instructor Trainer as needed.
3. Performs Professional Rescuer duties as needed including CPR, First Aid and advanced rescues.
4. Assists in the development and supervision of programs offered to guests.
5. Assists in the development and supervision of special events and special event planning and preparation.
6. Assists in the recruiting, hiring, training, and in-service training of all staff.
7. Assists in public relations including but not limited to producing brochures and fliers, guest speaking engagements and educational sessions.
8. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Considerable knowledge of various rescue methods, professional rescue standards, and advanced first aid in the water and surrounding areas.
2. Knowledge of chemicals and water chemistry including the effects of specific environments to water and chemicals.
3. Knowledge of the care, upkeep, and preventive maintenance of aquatic facilities.
4. Skill in operating a variety of equipment, hardware, tools and implements, and complete work projects with maximum efficiency.
5. Skill in office related tasks such as, accurate record keeping, documentation, concise letter writing skills, statistical tracking, informational log entries, organizational skills, and computer systems skills.
6. Ability to establish and maintain effective working relationships with co-workers, subordinates, and other City employees as well as the general public.

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7. Ability to plan and supervise the work of skilled and unskilled employees in the proper operation and documentation of aquatic facilities.

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 college and/or advanced technical school preferred.
2. Two (2) or more years of experience as a Swimming Instructor and Trainer of Instructors preferred.
3. Two (2) or more years of experience as a Lifeguard and Lifeguard Trainer preferred.
4. One (1) or more years of supervisory experience.
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 Driver License.
2. Must maintain a valid home telephone number.
3. Completion of the Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) Licensed program within one year of hire date.
4. Must possess and maintain a Lifeguard and Lifeguard Trainer (update training available on site).
5. Must possess and maintain an Instructor and Instructor Trainer license (update training available on site).
6. Must pass physical examination, drug and alcohol related examinations, and all 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.