

**MAJOR FUNCTION**

This is specialized professional work supervising and operating a major swimming pool complex. Duties include instructing for state mandated life guard services, CPR for professional rescuers, and first aid; and the daily operational supervision of the swimming pool complex. Work is performed under the general supervision of the Aquatics Supervisor who reviews the work through conferences, reports, observation and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, directs, trains and supervises lifeguards, swim coaches, swim instructors and other temporary staff personnel in the Aquatics Unit. Directs the daily operations of the facility. Provides regular unit in-service training for spinal injury management, pool rescues and emergencies. Teaches community water safety, CPR, and first aid classes for community and staff. Coordinates staff during public swim, adult fitness swim, ATAC swim team, and instructional and private activities for the Aquatics Unit. Responsible for the daily maintenance of facility, including bathhouse, pool deck and pool. Recommends the selection, transfer, promotion, grievance resolution, discharge or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Responsible for the chemical and mechanical operation of the pool in accordance with all state and local regulations. Provides assistance in administrative areas such as budgeting, ordering and accounting for equipment and supplies and development and maintenance of manuals and procedures. Performs related work as required.

**Other Important Duties**

Provides assistance at other recreation facilities in and around the complex. Reports any and all problems, maintenance needs and scheduling requests to the department administrative office. Provides public relations and coordinates public service releases on scheduling and programming. Performs scheduled work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of water treatment (chemical and mechanical) state and local and health codes, regulations for operation of the pool facility. Knowledge of the objectives and principles in the administration of public pool program. Knowledge of the policies, procedures and practices of the department. Ability to enforce rules and regulations with tact, firmness and impartiality and to resolve differences of participants. Ability to plan, assign, coordinate, train and supervise employees in a manner conducive to full performance and high morale. Ability to instruct the public and subordinates in classes including CPR, first aid, lifeguard, water safety instruction and pool maintenance. Ability to prepare reports and express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to work effectively with different segments and varying age groups in the community. Ability to troubleshoot pool operation problems and to relay the problem areas to the maintenance technician.

**Minimum Training and Experience**

Possession of a bachelor's degree in leisure services, recreation, or physical education and one year of professional experience that includes either the operation and maintenance of swimming pool facilities, recreation programming, teaching physical education, coaching, recreation administration or a closely related area; or an equivalent combination of training and experience.

Necessary Special Requirements

Must obtain CPR/PR Instructor, and First Aid Instructor, and Water Safety Instructor or equivalent learn-to-swim instructor, and Pool Operator and Lifeguard Training Instructor certificates within one year of appointment, as a condition of continued employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 01-27-95  
Revised: 10-31-00  
08-06-01  
04-19-04\*  
03-10-05  
12-05-06  
03-01-07  
04-25-07  
09-02-09\*