

Code: 6235

Title: AQUATICS SUPERVISOR

SUMMARY: Manages, plans, directs and coordinates activities and administrative duties related to a Pima County Natural Resources/Parks and Recreation (NRPR) year-round swimming pool and supervises all pool and recreation staff associated with the pool.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Supervises, trains, evaluates and assigns duties to pool and recreation personnel;
Prepares and monitors work schedules of lifeguards to ensure uninterrupted pool coverage;
Assists NRPR management with recruitment, testing and selection of new lifeguards and associated pool and recreation staff;
Monitors day-to-day financial matters such as sources of funding, departmental budgetary constraints, payroll, purchases, petty cash funds and the cash register;
Maintains the facility in accordance with Pima County Health Codes and OSHA requirements;
Acts as liaison between NRPR and recreation center officials, such as the YMCA, various County departments, outside agencies, private industry, contractors, and public committees to assist in accomplishing department goals;
Provides community outreach by creating and developing aquatics programs to encourage participation in pool activities;
Directs water sport clinics, swim programs, special events and activity classes;
Resolves customer issues and implements corrective procedures;
Interprets department policies and operational procedures and reviews current and proposed new or changed rules, regulations or related materials for impact on pool activities, and recommends changes to management;
Develops and implements new procedures for both short and long term plans to improve efficiency, productivity and operating economy of the pool;
Manages the acquisition, storage and distribution of supplies and equipment to support pool activities;
Trains lifeguards and conducts swimming lessons in accordance with American Red Cross methods and procedures;
Conducts research, data-gathering and reporting of special projects related to pool activities;
Monitors and schedules pool maintenance, repairs, sanitation, chemical balance and water testing;
May rescue swimmers who are in danger of drowning;
May administer First Aid and Cardio Pulmonary Resuscitation (CPR).

KNOWLEDGE & SKILLS:

Knowledge of:

- principles and practices of effective supervision, management, training methods, programs and procedures;
- life saving, first aid and swimming instruction principles and practices;
- budgetary concepts, processes and procedures;
- County personnel policies, rules and systems;
- principles and practices of public administration, procurement, warehousing, training and safety and assigned administrative and support functions;
- County and departmental contracting, budgeting and public sector accounting processes and procedures;

- Federal, State and local laws, rules, regulations, mandates and legal procedures related to the assigned facility and associated reporting requirements.

Skill in:

- coordinating internal activities with other divisions, departments, jurisdictions, contractors and vendors;
- managing, supervising, evaluating and coordinating the efforts of assigned staff;
- communicating effectively both orally and in writing;
- compiling and submitting reports and related information regarding aquatic activities;
- coordinating the collection, documentation, filing and archiving of assigned activity reports and data;
- developing and administering training and development programs, to include licensing and certification programs;
- managing the acquisition, storage, issue and accounting for materials;
- implementing and assessing the impact of new/changed rules, regulations and mandates on pool activities;
- reviewing, monitoring and adhering to the departmental budget;
- performing lifesaving functions including rescue and CPR;
- enforcing regulations (to staff and customers) firmly, tactfully and impartially;
- preventing dangerous situations from arising, recognizing emergencies, and taking action;
- teaching swimming and lifesaving methods;
- performing basic arithmetic calculations.

MINIMUM QUALIFICATIONS:

Current Lifeguarding, Water Safety Instruction (WSI), standard First Aid and CPR-for the Professional Rescuer certifications plus two seasons (60 day/season) of experience as a Lifeguard and one season as a Water Safety Instructor or Aide and two seasons of professional experience as a lead or supervisor. (WSI or Aide experience may be concurrent with Lifeguard experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Lifeguarding Certificate, WSI Certificate, Standard First Aid Card and CPR Certification are required at the time of appointment. Lifeguard Instructor Certification is required within six months of appointment. Some positions may require a Pool Operator License within six months of appointment. Failure to obtain/maintain the above mentioned certifications shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.