

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: AQUATICS SUPERVISOR (Job code 690).

GENERAL STATEMENT OF JOB

Under direction is responsible for planning recreational programs for community use of the municipality's public pool(s), and for ensuring the overall health and safety of patrons. Position supervises facility personnel, performs routine clerical tasks in maintaining records and reports, makes recommendations for all personnel related matters, and initiates publicity activities to promote community awareness to the pool(s) and facilities. Employees in this class perform minor repair and maintenance as necessary.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Performs screening and testing of personnel applicants.

Makes recommendations for employee hiring, and disciplinary actions.

Oversees employees job performance, provides recommendations for employee improvement.

Develops and maintains best practices, based on industry standards, for the completion of routine tasks.

Engages in various publicity activities to promote community awareness of the pool(s) and facilities, i.e., writing press releases, developing flyers, brochures.

Establishes and maintains concession stands, ordering supplies and scheduling staff as necessary.

Establishes facility and pool rules to ensure patron and personnel safety, and disciplinary actions for violators.

Performs various hands-on tasks in maintenance of pool(s) and facilities, i.e., performing minor repairs when necessary, changing chlorine, caustic soda.

Conducts training in various aquatic related areas, i.e., swimming, lifeguarding, First Aid, CPR.

Prepares various reports and records related to pool(s) and facility management, i.e., budget preparation, incident reporting, supply and inventory records.

Schedules use of pool(s) and facilities for aquatic conferences, seminars, classes, etc.

Supervises, trains, and schedules activities of pool(s) and facility staff.

Maintains current certifications by attending required seminars, classes, workshops, etc.

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Performs First Aid and CPR as necessary.

Performs Emergency Response duties as assigned.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree in either Leisure Services/Recreation/Education/Business/Public Relation. Must possess and maintain certification in AFO, LGI, WSI, First Aid, and CPR; supplemented by a minimum of two (2) consecutive years of full-time experience in implementing community-wide aquatic based programs, one year of which shall be in a supervisory capacity, in an equal or great sized agency (or private enterprise) as Margate. Or in lieu of education, at least six (6) years of experience in the field, two (2) years of which shall be in at least a mid-level supervisory capacity in an equal or greater sized agency or private enterprise as Margate.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping, some lifting and carrying of objects of moderate to heavy weight (20-50 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read various materials relevant to administering First Aid, CPR, pool maintenance, and computer use.

Intelligence: Requires the ability to apply principles or rational systems and influence systems.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; interpret graphs; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately for inspection tasks and report preparation.

Manual Dexterity: Requires the ability to lift chlorine and chemical containers and utilize various hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions.

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Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks require infrequent exposure to adverse environmental conditions.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the materials, methods, and practices involved in maintaining chemical stability and adequate filtration in public swimming pools.

Knowledge of lifeguarding principles and techniques.

Knowledge of report and record keeping principles and practices.

Knowledge of effective supervisory principles and techniques.

Skilled in oral communications for effective teaching and clarity in task assignment.

Ability to detect defects and maintenance problems, and personally corrects or provide recommendations for.

Ability to enforce rules and regulations firmly, tactfully, and impartially.

Ability to establish and maintain effective relationships with supervisor, subordinate personnel, suppliers and vendors, general public.

Ability to organize and review work for efficient results and accuracy.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date

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