Job Description

Job Title:	Aquatic Supervisor	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	620
Status:	Seasonal	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; supervises the aquatic supervisory staff, programs, and facilities. Responsible for the selection, evaluation and training of aquatic staff, handles disciplinary actions, and day-to-day management of the aquatics program.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Addresses complaints and inquiries from staff and/or patrons; handles disciplinary action as needed.
2. Develops and enforces rules for general aquatic facility operations and pool personnel.
3. Schedules Pool Operators at each facility to ensure adequate staffing of municipal pools.
4. Organizes and supervises the Aquatic swim lesson program.
5. Maintains and ensures weekly and monthly logs are completed and submitted, including reports on usage and incidents.
6. Coordinates rentals and activities with aquatic staff to ensure adequate staffing of municipal pools.
7. Ensures facilities are clean, meet health standards, and are operational.
8. Works closely with and reports directly to the Recreation Coordinator regarding issues concerning certification, discipline, and pool management.
9. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
10. Coaches and develops direct reports by providing regular feedback regarding employee performance.
11. Addresses employee performance concerns in compliance with established policies and procedures.
12. Participate in recruitment and the hiring process for seasonal staff in compliance with established policies and procedures.

Other Duties

- Conducts weekly in-service and staff meetings.
- Prepares aquatic audit debriefings following Red Cross audit.
- Reconcile evening cash deposits, as needed.
- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: General philosophy, principles, and practices of public recreation and community services program; general principles, practices, and methods of program development and supervision;

methods and techniques of instruction for swimming, water safety, and lifesaving; public and occupational safety and sanitation regulations; community resources adaptable to the development of community services programs for aquatics and/or other recreation programs; public aquatic facility; pool operation and maintenance procedures and methods; Microsoft Office Suite.

Skill in: Oral and written communication and media relations; communicating clearly and effectively, both orally and in writing; advanced water safety, swimming, and aquatic recreation program instruction; researching and identifying resources for programs and facilities; operating pool and facility equipment; good leadership and public relations skills; Microsoft Office Suite.

Education: High school diploma or GED equivalent required.

Experience: Two or more seasons of lifeguard experience and prior supervisory experience in an aquatic position is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Lifeguard, CPR and First Aid certification is preferred, but not required. Must successfully pass in-house training and recertification as provided.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels, extreme temperature conditions, and may be exposed to hazardous chemicals and fumes if working in the pool area. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Must be at least 18 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	