

## AQUATICS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under direction, to supervise and coordinate assigned aquatic programs, activities and operations within the Parks and Recreation Department including lifeguard operations, swimming instruction and pool facility maintenance; to instruct various aquatics classes and programs; to enforce pool rules and regulations and ensure the protection of patrons; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible staff assistance to the Director of Parks and Recreation.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Parks and Recreation.

Exercises functional and technical supervision over part-time or seasonal aquatics program staff.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here.*

1. Coordinate the organization, staffing and operational activities of assigned aquatics programs including lifeguard operations, swimming instruction and pool facility maintenance.
2. Assist in the development and implementation of goals, objectives, policies and priorities; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned aquatic services and activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Direct the work of pool lifeguards, aquatics instructors and seasonal assistants.
6. Provide, instruct and teach swimming, water aerobics, water safety and related aquatics programs; perform the duties of pool lifeguard as needed.
7. Inspect pool facilities for compliance with safety and sanitation ordinances; test and monitor pool water chemistry and temperature; adjust as appropriate; monitor operation of pumps, filters and chlorinators.
8. Ensure that pool lifeguards maintain current required certifications and participate in continuous training exercises.
9. Perform routine administrative duties including answering phones, typing and copying; research records for various information as requested; maintain accurate records and prepare staff reports.

**CITY OF FOREST GROVE**  
**Aquatics Supervisor (Continued)**

10. Respond to questions and inquiries from the public regarding pool regulations, use of facilities and various aquatic programs offered.
11. Promote and coordinate specific activities within the assigned aquatics program; prepare marketing materials including news releases, flyers, schedules of events, pamphlets and brochures.
12. Plan, organize and supervise various special aquatic events.
13. Respond to emergency situations rapidly and efficiently; perform water rescues; administer first aid, rescue breathing and CPR as required.
14. Assist in selecting, training and motivating aquatics personnel; provide or coordinate staff training; work with employees to correct deficiencies.
15. Coordinate aquatics program activities with those of other divisions and outside agencies and organizations.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive aquatics program.  
Modern and complex principles and practices of swimming, lifeguard operations and water safety.  
Methods and techniques of first aid and CPR.  
Methods and techniques of providing swimming instruction.  
Operations, services and activities of a public swimming facility and pool including water chemistry and maintenance functions.  
Appropriate aquatic activities suitable for a wide variety of age groups.  
Appropriate safety precautions and procedures within the area of assignment.  
Methods and techniques of conducting water tests.  
Principles and practices of public relations.  
Principles and practices of record keeping.  
Principles of lead supervision and training.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Plan, assign and review the work of lower level staff.  
Provide proper instruction in swimming and water safety.  
Perform advanced lifeguarding duties.  
Respond to emergency situations and administer first aid and CPR as necessary.  
Oversee pool operations including water chemistry and maintenance.  
Coordinate various special aquatic events.  
Respond to requests and inquiries from the general public.  
Enforce applicable rules and regulations.  
Communicate clearly and concisely, both orally and in writing.  
Understand and carry out oral and written instructions.  
Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by specialized training in lifeguard services, water safety or a related field.

**Experience:**

Three years of increasingly responsible lifeguarding, water safety or swimming instruction experience.

**License or Certificate**

Possession of an appropriate, valid first aid certification.

Possession of an appropriate, valid CPR certification.

Possession of an appropriate, valid Lifeguard certification.

Possession of an appropriate, valid Lifeguard Instructor certification.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Incumbents are required to work at a public pool and are exposed to inclement weather conditions or potentially hazardous chemicals; work in water.

**Mobility:** Incumbents may be required to participate in assigned recreational activities which may include moderate to heavy lifting and standing, walking or running for prolonged periods of time. Incumbents are also required to perform emergency life saving functions and water rescues which include swimming and administering first aid or CPR.

**Vision:** Visual acuity (which may be corrected) sufficient to distinguish objects at a distance.