



The City Beautiful

City of Coral Gables Job Description

Job Title:	Aquatics Supervisor	Prepared Date:	08/2013
Department:	Community Services/Parks & Recreation	Approved By:	Elsa I. Jaramillo-Velez
Classification:	6205		Jessica Keller
Pay grade:	22E		Patrick G. Salerno
FLSA:	Exempt		

Summary

Performs a variety of administrative and supervisory work in planning, organizing, coordinating, implementing and evaluating activities at the Venetian Pool. Supervises staff and contractors responsible for recreational activities, budget, equipment and maintenance of the facility and grounds. Exercises considerable initiative and judgment under the general supervision of the Parks and Recreation Director.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs, assigns, supervises, trains and evaluates subordinates at the Venetian Pool. Assists in identifying staffing needs and in recruiting qualified personnel.

Schedules, trains, evaluates, and disciplines employees. Ensures that the grounds, facilities and equipment are properly maintained. Ensures that patrons are being helped by courteous and professional staff. Supervises daily operations of contractors.

Responsible for ensuring collection of admission fees, depositing money collected and reconciling receipts.

Develops, implements, and directs aquatic and recreational activities to include swimming events, classes, tournaments, leagues, fund raisers, special events, and spring and summer break camps.

Responsible for overseeing permitting processes for Venetian Pool filming, weddings, and special events. Verifies insurance compliance; oversees event scheduling, invoicing, and collecting payment.

Manages the Venetian Pool concessions; ensures compliance with health and safety standards, trains food handlers, schedules equipment maintenance, and purchases supplies.

Works with the Public Affairs Manager in coordinating news and media exposure for the Venetian Pool, public outreach, advertising, and creation of promotional material.

Oversees training and certification of all staff in lifeguarding, CPR, First Aid, AED, and Aquatic Management. Performs lifeguard functions in emergencies or when otherwise required. Inspects equipment such as resuscitator(s), first aid kit(s), and other safety equipment to ensure proper working order.

Assists in procedures to apply for and process grants.

Prepares the Venetian Pool budget and allocates funds.

Receives and processes the acquisition of pool furnishings and equipment. Makes arrangements for restoration of furnishings as necessary.

Ensures pool pumps, circulation systems, chlorination systems, and other Venetian Pool systems are maintained in good working order.

Assists the Historic Resources Department with improvements and modification projects for the Venetian Pool.

Acquires and coordinates services needed from other City departments.

Assists the Parks and Recreation Director with the formation of Venetian Pool policies and procedures.

Meets with organizations associated with the Pool.

Performs administrative duties to include preparing reports, maintaining records and files, ordering supplies and equipment, preparing correspondence, answering phones, and responding to customer concerns.

Manages the holiday park operations.

Ensures compliance with local, state and federal pool operation procedures and regulations.

Conforms with all regulations, policies, procedures, and safety rules.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of operations of a public swimming pool, regulations governing public swimming pools, aquatic sports, and aquatic programs, maintenance requirements for a swimming pool, health and safety laws related to the management of swimming pools, policies, rules and regulations of Venetian Pool, policies of the Parks and Recreation Department, fund collection procedures, grant application procedures, supervisory practices and procedures, service requirements for contractors; Ability to communicate effectively with employees, the public, and contractors, supervise, train and discipline employees, develop and implement programs, prepare and maintain a budget, move 50 pound objects, perform administrative and recordkeeping duties, operate computer and office equipment; skills in swimming pool management are necessary as well as good verbal and written communication. Ability to supervise the work of others in a manner conducive to full performance and high morale. Ability to establish and maintain effective working relationships with subordinates, co-workers, officials, and the general public.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copies and fax machines. Work is performed both indoors in a quiet to moderately noisy environment and outdoors where exposure to extreme temperatures and noise are common. Must be able to lift, carry and or push articles weighing up to 50 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience

Graduation from a four year college or university with a bachelor's degree in recreation, leisure service, education, physical education or related field is required.

Minimum three years' experience supervising aquatic facilities and/or public recreation facilities.

Pool operator's license and Water Safety Instructor certification.

Must have, or obtain, CPR/First Aid/Defibulator AED certification, and AFO or CPO certification.

E&A ILTP Instructor and Food licenses required.

CPRP (Certified Parks and Recreation Professional) and Vanguard Aquatic Leadership certification preferred.

Membership in Florida and/or National Parks and Recreation Association(s) is a plus.

Certification requirements may be waived for up to 6 months but must be obtained by the end of the 6 months for continued employment.

A comparable amount of training or experience may be substituted for the minimum education requirement.