



The City Beautiful

City of Coral Gables Job Description

Job Title:	Assistant Aquatics Supervisor	Prepared Date:	04/2014
Department:	Community Services/Parks & Recreation	Approved By:	Elsa I. Jaramillo-Velez Carmen Olazabal
Classification:	6203		
Pay grade:	18E		
FLSA:	Exempt		

Summary

This is administrative and supervisory work responsible for assisting in the supervision of activities at the Venetian Pool to include: aquatic programs, aquatic personnel and maintenance of pool and facility. Oversee the safety of pool patrons and respond to medical emergencies. Exercises considerable initiative and independent judgment under the general guidance of the Venetian Pool Supervisor.

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.

Oversees the safety of pool patrons. Performs water rescue duties when required. Administers emergency care and treatment to injured or ill patrons.

Supervises, trains, and schedules the lifeguard staff. Ensures compliance with rules and regulations.

Maintains and operates pool pumps. Cleans pool daily. Oversees the application of chemicals to ensure the pool is disinfected, clean and maintained at the proper chemical levels as mandated by local, state and federal guidelines. Maintains chlorinators, ejectors and changes chlorine tanks as needed. Monitors and operates the pool filtration system. Detects and resolves maintenance problems.

Teaches swimming and life saving classes, water exercise classes, and other water related programming.

Assists in organizing and administering the aquatics programs. Assists in the planning of special events. Supervises after hours activities as required.

Provides information to patrons regarding rules, fees, and regulations. Resolves problems.

Acts as Venetian Pool supervisor when required.

Performs administrative duties to include maintaining records, preparing reports, and oversees concession stand 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, water rescue methods, CPR and First Aid. Knowledge of aquatics teaching techniques, swimming pool maintenance procedures, chemicals and equipment; health and safety laws related to the management of swimming pools; policies and procedures of the Parks and Recreation Department; the history of the Venetian Pool, and supervisory practices and procedures. Ability to water rescue, perform CPR and First Aid, supervise lifeguard employees and aquatic life safety situations. Must be able to respond quickly in emergency situations, detect and resolve pool maintenance problems, enforce policies and procedures, and work outdoors and in a treated, well-water pool. Ability to maintain records and prepare reports, operate pumps and pool maintenance equipment, handle chemicals used to maintain pool, operate computer and office equipment. Must have skills in water rescue and CPR techniques. 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, 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. Work is predominately performed outdoors within a moderately noisy to noisy environment. Incumbent must have Physical capability to swim and to perform rescues if necessary. Work is occasionally performed indoors. Must be able to effectively use and operate various items of office equipment; such as but not limited to, a personal computer, calculator, copies and fax machines. 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

Bachelor's degree from an accredited college in park & recreation, leisure services, education, physical education or related field is preferred.

Any combination of training and experience will be considered.

Minimum two years experience as a lifeguard or in aquatics.

One year of supervisory experience.

Must have current lifeguard certification, preferably from Jeff Ellis & Associates.

Must have CPR/First Aid Certification.

Must have the Instructor License from Jeff Ellis & Associates or ability to obtain within 6 months of starting employment.

Must obtain AFO or CPO within the first six months of employment.