

AQUATIC SUPERVISOR III

DEFINITION

To perform complex professional recreation and community service work by managing multiple aquatic complexes and/or major Citywide recreation or community services programs involving, aquatics, including evaluation of programs; to plan, organize, promote, supervise year round community services programs in aquatics; be responsible for the overall safety of programs and participants; and perform other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Aquatic Supervisor series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Aquatic Supervisor II class in the level of responsibility involved in management of complex citywide programs and the management of multiple aquatic complexes.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Recreation Supervisor.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Coordinate operations and maintenance of multiple municipal pools and supervise Aquatic Supervisors II.

Ensure that the municipal pools operations are in compliance with all county, state and federal laws; maintain and develop safety policies and procedures.

Ensure that staff is trained in accordance with Red Cross standards; ensure records of staff certifications are maintained.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as appropriate.

Participate in the selection of staff, volunteers and contractual instructors.

Act as liaison with local school and other community groups and organizations; make presentations to various audiences.

CITY OF CHULA VISTA
Aquatic Supervisor III

Evaluate operations and activities of the municipal pools; implement improvements and modifications for work methods and procedures; establish and implement goals and objectives.

Monitor, evaluate and develop programs for effectiveness to meet a diverse population.

Organize special events, such as the opening of a new recreation center and park.

Coordinate and implement city-wide events; prepare news releases for newspapers, radio and television; develop publicity materials and website information.

Conduct facility safety inspections and establish and enforce safety and participation standards.

Develop aquatic programs and services; research and evaluate community needs, interests and trends.

Act as primary or secondary lifeguard during programs and perform the duties of lifeguards and instructors, including administration of first aid and CPR as necessary.

Establish program fees for use of municipal pools and program fees.

Coordinate use of facilities and program schedules; ensure outside groups have proper insurance and understand policies and procedures for facility usage.

Prepare reports, forms, requisitions, memorandums and evaluations; compile statistical information.

Prepare and administer revenue and expenditure budgets and forecasts; develop and monitor performance measures.; maintain fiscal records; process appropriate billing and purchase order requests.

Provide assistance for Capital Improvement Projects and design development of new aquatic facilities; attend pertinent meetings during the construction phase of the project plan.

Conduct research, compile data and prepare various types of reports, including statistical.

Participate in various Department and/or City committees; serve as staff to assigned City Commissions where applicable.

Develop relationships with schools, organizations, businesses and community groups, assessment of community needs and development of programming, policies and procedures for implementation.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operation and management of a major aquatic facility and basic pool chemistry.

Federal, state, local regulations governing public pools.

Other pertinent Federal, State and local laws, codes and regulations.

Current pool safety practices, lifesaving techniques, and first aid methods.

Objectives and methods of planning, organizing, directing and evaluating recreation and community service programs.

Rules and skills involved in a variety of recreational and community service activities.

Municipal budgeting as it relates to recreation and community services programs.

Principles of budget preparation, monitoring and management.

Principles of performance measurement.

Principles and practices of conflict resolution.

Principles and practices of supervision, training and performance evaluation.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Operate and manage multiple aquatic facilities.

Perform swimming rescues as needed.

Recruit, hire and train both full and part-time staff, enlist staff interest, participation, and support of children and adults exercise sound judgment; maintain discipline.

Publicize and market programs.

Plan and assess community recreational program needs.

Maintain discipline.

Prepare and present written and oral reports and presentations to interested community groups.

Gather, interpret and analyze data.

Maintain work related records and prepare reports using a computer.

Prepare and administer budgets.

Work independently.

Exercise sound judgment and decision-making.

Establish emergency procedures and actions.

Prepare publicity materials and make presentations to a wide variety of audiences.

Plan, organize, and supervise the work of assigned staff.

Train, motivate, and evaluate assigned staff.

Interpret and explain pertinent City and department policies and procedures.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Work varying schedules including evenings, weekends, and holidays.

Experience and Training

Any combination of education and/or 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:

Experience:

Four years of increasingly responsible experience in a supervisory position in aquatics with a minimum 24 months of aquatic supervisory experience in a full-time or seasonal setting.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation, physical education or a related field.

License or Certificate

Possession of a valid California driver's license at time of hire.

Possession of a valid C.P.R. for Professional Rescuer Certificate.

Possession of a valid C.P.R. Instructor for Professional Rescuer Certificate.

Possession of a valid First Aid for Public Safety Personnel Certificate.

Possession of a valid First Aid Instructor for Public Safety Personnel Certificate.

Possession of a valid Lifeguard Training Certificate.

Possession of a valid Lifeguard Training Instructor Certificate.

Possession of a valid Public Pool Operators Certification (or equivalent) from a nationally recognized organization.

Possession of a valid Water Safety Instructor Certificate.

Possession of a valid Water Safety Instructor- Trainer Certificate.

PHYSICAL DEMANDS

Must be able to travel to various city locations to attend meetings or visit facilities; sit for varying periods of time; type using a computer keyboard; intermittently stand, bend, crouch or stoop; must possess the ability to swim and perform life-saving techniques and rescues which would involve lifting, pulling or carrying a child or adult out of the pool onto the deck; must be able to bend, stoop, reach, kneel and grab in the process of lifesaving; must be able to communicate in person and over the phone in emergency and non-emergency situations; must be able to train, evaluate and supervise staff; must possess ability to read, interpret and write reports; must have sufficient eye sight and hearing to see and communicate across a pool in a

noisy environment; must be able to travel across wet, sloping surfaces; must have the ability to pull, lift and physically store pool blankets, covers, reels and lane-lines (weighing up to 50 lbs.); see in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of outdoors work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals, and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural and artificial lighting and moderate to high noise levels. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

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