

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: AQUATIC SUPERVISOR

DEPARTMENT: RECREATION

BASIC FUNCTION:

Under functional direction, to perform professional recreation work in the organization and supervision of a year round aquatics program and pool operation; and to do related work as required.

KEY RESPONSIBILITIES:

Initiate, supervise, and participate in a variety of aquatic program activities.

Develop policies, rules and procedures for the effective operation of the aquatics program, including establishing goals and objectives and priorities.

Develop and administer program budget and contracts; evaluate and recommend staffing needs, equipment, materials and supplies.

Organize, schedule and staff senior, handicapped, adult, and children's programs; coordinate and schedule aquatic activities with other city departments and divisions, and with outside agencies.

Assign work to subordinate personnel, providing instructions and answering questions: coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness: evaluate work techniques and methods for conformance to established standards.

Manage and coordinate the maintenance of the aquatic facilities and equipment to ensure safety and compliance with standards; perform minor plumbing repairs, train staff in using chemicals appropriately to treat the pool water; adjust and make minor repairs to heating and pumping equipment using hand tools as necessary.

Prepare periodic reports, and news releases.

Analyze program revenues and recommend fees and charges; collect and deposit monies received.

Respond to citizen complaints and request for information.

Attend meetings and assist in providing staff support to the Parks and Recreation Commission and the City Council, including preparation and presentation of technical staff reports.
Serve as Acting Recreation Director as assigned.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles and practices of the operation and administration of aquatic recreation programs.
- Principles of organization, administration, budgeting, and personnel management.
- Applicable health and safety laws and regulations pertaining to aquatics programs and pool operations.
- Aquatic and recreational activities suitable for children, adults, handicapped, and senior citizens.
- Principles and procedures of swimming pool maintenance, chlorinators, heaters, and other equipment and machinery necessary to operate and keep in repair a large swimming pool.
- Chemicals used to treat water in a swimming pool and proper application.
- First aid methods, water rescue, and safety precautions.
- Principles of supervision, training, and evaluation.
- Teaching techniques.

Ability to:

- Organize, direct, and supervise a variety of aquatic programs.
- Perform water rescue, First Aid and Cardio-pulmonary Resuscitation (CPR).
- Supervise and instruct individuals and groups in aquatic activities.
- Supervise, train, and evaluate assigned staff.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

College level course work or vocational training in the recreation or closely related field, and three years of experience involving the development, conducting and supervision of recreation or aquatic programs for all age groups, one year of which must have involved the supervision of aquatic programs.

SPECIAL REQUIREMENTS:

Possession of Instructor level certification in CPR for the Professional Rescuer, Emergency Response First Aid and Lifeguard training.

Certified pool and spa operator and/or aquatic facility operator experience and training is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, the public and others encountered in the course of work.

Ability to work around an aquatic facility, climbing, lifting, carrying equipment, pushing, pulling, walking, reaching, kneeling, crouching, bending and standing to supervise and participate in the operations of the aquatic facility and perform routine maintenance functions related to the pool and equipment. Must be able to swim and perform water rescue, first aid and CPR. Exposed to outdoor weather conditions, water, chemicals, fumes from chemicals, and machinery.

This is an at-will management classification.

DATE APPROVED: June 29, 1999