

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: AQUATICS SPECIALIST

DEPARTMENT: RECREATION

BASIC FUNCTION:

Under general supervision, to assist in administering a variety of aquatic programs; to perform lifeguard duties; to provide aquatic instruction; to perform other related work as assigned.

DISTINGUISHING CHARACTERISTIC:

The Aquatic Specialist provides support to the Aquatic Supervisor in all activities of the aquatics recreation programs, including, supervising staff; coordinating facilities use and maintenance; teaching aquatics classes; and performing water rescue duties. Work is performed independently under general guidelines set by the supervisor. This level is distinguished from the next higher level of a Recreation Supervisor who is responsible for multiple programs and a broader scope of activities.

KEY RESPONSIBILITIES:

Supervise and train hourly staff and volunteers in the lifeguard activities, use of facilities, and monitoring pool safety.

Coordinate custodial maintenance schedules, instructor and lifeguard schedules and monitor safety and security of the pool facility.

Perform safety inspections, test chemical levels of the pool, make routine adjustments, troubleshoot and make minor repairs.

Assist in preparing reports and supervise record keeping functions related to inventory and supplies used at the pool, maintenance of pool and equipment, accounting of daily revenue deposits and summary attendance and revenue reports.

Provide water rescue, first aid and cardio-pulmonary resuscitation (CPR) as necessary.

Resolve client disputes regarding program activities.

Meet and communicate with instructors, staff, and the public regarding program administration and information; update and disseminate press releases, program and facility schedules.

Assist in planning, organizing and implementing programs and activities.

Assist in classes, activities, events as assigned.

Attend and participate in staff meetings related to assigned program activities.

Monitor class activities and evaluations of programs.

Act in the absence of the Aquatic Supervisor 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:

- Philosophy, principles and practices of aquatic recreation programs.
- First aid, cardio-pulmonary resuscitation (CPR) and water rescue and lifeguarding methods, practices and techniques.
- Health and safety codes, standards and policy related to pool operations.
- Procedures of pool and pool equipment maintenance.
- City of Carlsbad policies, rules related to recreational programs and general administrative practices and procedures.
- Basic instruction and coaching techniques.
- Basic supervisory practices.

Ability to:

- Swim with proficiency and endurance and perform necessary water rescue activities.
- Perform first aid and CPR as necessary.
- Analyze situations and adopt quick and effective course of action.
- Organize, supervise, coordinate, implement, and evaluate aquatic recreational programs.
- Provide necessary administrative support in record keeping and reporting as assignment requires.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Follow instructions.

EDUCATION AND EXPERIENCE:

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

Equivalent to an Associate of Arts degree from an accredited college or university with major coursework in recreation, physical education or related field, **and**, one year of aquatic experience, instructing American Red Cross Water Safety and Lifeguarding programs and supervising aquatic staff.

SPECIAL REQUIREMENTS:

Possession of current American Red Cross Emergency Response First Aid and Cardio-pulmonary Resuscitation for the Professional Rescuer (CPR-FPR) certificates. Community First Aid and CPR Instructor certifications and authorizations will be required within the first six months of employment.

Possession of current Basic Lifeguard certification, Water Safety Instructor and Lifeguard Training Instructor authorizations issued by the American Red Cross. Equivalent training certificates approved by the County of San Diego, Emergency Medical Services Authority are acceptable.

Must meet State of California tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors.

Possession of a valid California Class C Driver's License is desirable.

Must be available to work a flexible schedule, including evenings, weekends, holidays, and split-shifts as required by the work assignment.

PHYSICAL REQUIRMENTS AND ENVIRONMENTAL SETTING:

The pool is an outdoor facility exposed to all types of weather conditions. The hours of pool operation vary with the seasons, but typically the pool is open from 5:00 am to 11:00 pm, 6-7 days a week on a year-round basis.

Incumbents frequently are required to physically exert themselves during the course of rescue, instruction or other required activities, and are involved in lifting and moving moderately heavy pool equipment, or materials during the course of duties assigned. Incumbents must attend off-site meetings from time to time and be available to travel to other Recreation locations in the course of work.

DATE APPROVED: July 5, 2001