

Town of Fort Myers Beach Job Description

Position: Aquatic Supervisor
Department: Parks & Recreation Department

SUMMARY

This is specialized professional work concerned with administrative, supervisory and lifeguarding tasks in the operation, safety, and maintenance of the outdoor Fort Myers Beach Community Pool in concert with the recreation team. The Aquatic Supervisor will have assignments working with the Bay Oaks coordinators and programs throughout the recreational campus. This employee works under the general direction of the Parks & Recreation Director.

ESSENTIAL JOB FUNCTIONS

- Manages and supervises full, part-time and seasonal staff. Plans and organizes workloads and staff assignments to ensure proper coverage, staff development and all staff remains current with required certifications. Presents a professional appearance and attitude at all times
- Organizes and manages certified swim classes and lap swim, develop and coordinate all aquatic programming, including water aerobics, the FMB Swim Team,
- Keeps accurate progress records, attendance of staff and patrons.
- Mentors and supports new staff.
- Maintains constant and active surveillance of patrons in the facility; Enforces all policies, rules, and regulations.
- Acts immediately and appropriately to secure safety of patrons in the event of an emergency
- Provides emergency care/treatment as required until the arrival of emergency medical services
- Performs operational duties including monitoring water readings and making adjustments to the chemical balance as needed; backwash filters and maintains a clean facility. Must maintain all local, state and federal requirements for pool operation.
- Test and maintain proper pool water chemistry, and add chemicals as needed; Maintain daily chemical logbooks; Daily cleaning of pools to include: vacuuming, brushing, empty skimmers, trash and debris pick-up, and pool deck maintenance; Inspect, monitor, repair and maintain all pool equipment including, but not limited to, pumps, motors, filters, chlorinators, chemical feed pumps, automated controllers, heaters, and plumbing; Perform routine maintenance on filtration systems and calibrate automated controllers as needed; Inspects and maintains chemical feed system; pool fittings, plumbing, and hardware;
- Perform facility safety inspections to ensure compliance with local, state and federal codes; store pool equipment and tools in a proper manner; perform all tasks and handle pool chemicals safely.
- Oversee vendors associated with the facility.
- Coordinates special aquatics programs, registers participants, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public, as well as development of marketing of programs and facilities.
- Maintains a high level of customer service, Perform assigned tasks without close supervision.
- Read and understand policies and procedures, Operate equipment and tools with skill and safety.
- Aquatic coordinator will be a certified lifeguard and will perform these duties as part of the daily rotation. Will be required to work one day of each weekend.
- Assist with other town duties as directed.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

OTHER JOB FUNCTIONS

- Schedules and arranges rentals of aquatic facility.
- Coordinates staff in the development and implementation of aquatics programs.

- Supervises classes, workshops, and activities for persons engaged in aquatics programs and co-sponsored programs.
- Communicates official plans, policies, and procedures to staff and the general public. Responds to public inquiries about aquatics programs; Answer patron's questions and address complaints as necessary.
- Check daily paperwork for accuracy and submit as required, including attendance, accident, and routine accounting reports.
- Assures that assigned areas of responsibility are performed within budget; assists with annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Participates in the development of short- and long-range plans for the aquatic facility.
- Respond to emergency calls as needed.
- Assist with the preparation of the annual department capital improvements program and operating budget.
- Assist with putting together proposals and obtaining quotes for miscellaneous services as approved in the budget.
- Review and approve staff time sheets and vouchers.
- Review and approve invoices for payments in a timely manner.
- Drives and rides Town vehicles.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Must be a United States Citizen or eligible to work in the United States.
- Must have a High school diploma or equivalent; Two-year degree preferred.
- Two (2) years of aquatic supervisory experience preferred.
- Red Cross certificates: Lifeguard, First Aid, CPR/AED for the Professional Rescuer
- Must possess valid Red Cross Water Safety Instructor (WSI) certification
- Possession of a current Red Cross WSI designation will be required within two months of hire.
- Must have the skills and techniques required to teach swim lessons effectively to a variety of ages.
- Must be a minimum of 18 years old
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a thorough background check, and alcohol and drug test, and a fingerprint check.
- Able to speak clearly and persuasively in positive or negative situations.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Considerable knowledge of safety standards, the equipment, facilities, operations, and techniques used in aquatic programs. Skill in the operation of facility tools and equipment.
- Ability to develop, coordinate, and direct varied activities involved in operation of a community pool.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Critical thinking, math and problem-solving skills.
- Ability to maintain and update all reports and records, including those required by the Health Department.
- Proficient with the use of standard office equipment including the Microsoft Office Suite or equivalent.
- Ability to coordinate and account for monies collected.
- Knowledge of word processing and computer applications.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation center and outdoor facility and may be noisy and bustling. Outdoor work is year round.
- Primary responsibility involves aquatic activities and will require walking, standing and swimming. May involve assisting children and adults in and around the pool and effort should be expected at these levels.
- Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- May be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping and digging.
- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.
- General knowledge of the tasks, tools and materials associated with pool equipment and maintenance, including chemicals, supply, and inventory and equipment management.
- Knowledge and application of safety standards and precautions pertaining to the use of tools and equipment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.