



TOWN OF SURFSIDE AQUATIC SUPERVISOR

DEPARTMENT: PARKS AND RECREATION

EXEMPT

GENERAL DESCRIPTION:

The Aquatic Supervisor is responsible for the day-to-day operation and administration of the pool and beach. Work is performed under the general supervision of the Parks and Recreation Director and Parks and Recreation Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Recruits, directs, assigns, supervises, trains and evaluates subordinates. Develops and maintains on-going in-service education and training.
2. Instructs all aquatic categories including American Red Cross course and lifeguard training and certification.
3. Performs pool operator functions such as pool sanitizing, maintenance, etc. Performs beach maintenance.
4. Manages all programming associated with the aquatic facility and program.
5. Maintains records and files.
6. Prepares publications and information for Town Gazette and website.
7. Prevents, recognizes and responds to beach and pool emergencies.
8. Works with the public and outside groups.
9. Performs work as a Lifeguard as needed.
10. Performs other duties as assigned.

(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 marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, ABILITIES AND SKILLS:

- Knowledge of modern beach and pool lifesaving techniques and procedures.
- Knowledge of pool water and equipment maintenance.
- Knowledge of proper safety and health procedures and precautions.
- Knowledge/usage of computer software
- Ability to swim strongly and handle frightened persons in water.
- Ability to communicate effectively in writing and orally.
- Ability to organize aquatic activities and programming.
- Ability to perform adequate safety checks on water quality and equipment in use.
- Ability to train and supervise other effectively.

EDUCATION AND EXPERIENCE:

Minimum of Two (2) years of college level education. Minimum of two (2) years in pool maintenance and supervising pool and beach operations. Supervising experience in lifesaving and water safety in pool and beach operations.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Red Cross advanced lifesaving certificate, valid First Aid and CPR/AED training certificate. Certified Pool Operator certificate, (AFO), Advanced Water Safety Instructor and First Aid certificates. Valid Florida Driver's License and an acceptable driving record.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Heavy lifting and carrying.
- Swimming.
- Walking.
- Bending.
- Running.
- Paddling.
- Sitting.

ENVIRONMENTAL CONDITIONS:

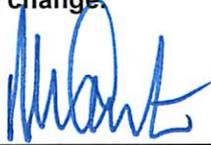
- Works inside.
- Works out-of-doors in various weather conditions.
- Ultra-violet radiation.
- Pool chemicals.
- In darkness.

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

Revision History: 3/18/08; 4/24/08; 5/5/08; 2/13/12; 4/10/12

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Manager's Signature:  _____