

Job Title: Aquatic Center Supervisor

Job Type: Seasonal (May-August)

Wage: \$14.00 – \$16.00 per hour

Job Summary: The Pool Supervisor is responsible for overseeing the day-to-day operations and safety of the swimming pool facility. They will ensure a positive experience for patrons by maintaining a safe and clean environment, managing staff, and implementing pool regulations and policies. The Pool Supervisor will lead a team of lifeguards and concessions attendants and work closely with Parks & Rec Sup. to ensure efficient operations.

Relationships

Reports to: Parks & Recreation Superintendent

Supervises: Lifeguards, and Concessions Attendants

Works with: Parks and Recreation staff, Public Works staff and the general public

Duties and Responsibilities:

1. Safety & Facility Management:
 - Enforce pool safety rules and regulations to prevent accidents and injuries.
 - Conduct regular safety inspections of the pool area and equipment.
 - Handle emergency situations and incidents promptly and effectively.
 - Ensure the pool area is clean, well-maintained, and aesthetically appealing.
 - Help monitor pool chemical levels and ensure proper water quality and sanitation when needed.
 - Coordinate with Parks & Rec Sup. to address any pool equipment malfunctions or repairs.
 - Conduct routine inspections of pool facilities, including restrooms, showers, and storage areas.
 - Ensure compliance with all local, state, and federal pool regulations and health codes.
2. Staff Supervision:
 - Schedule staff shifts to ensure adequate coverage during pool operating hours.
 - Provide ongoing training for pool staff.
 - Address any staff-related issues or concerns and implement basic disciplinary actions if necessary. Escalate disciplinary issues to Parks & Recreation Superintendent as needed.
 - Assist Parks & Rec Sup. with timely delivery of employee timecards
3. Customer Service:
 - Interact with pool patrons in a friendly and professional manner.

- Address customer inquiries, complaints, and suggestions promptly and effectively. Escalate items of interest to Parks & Recreation Superintendent as needed.
- Assist patrons with any pool-related concerns or needs.
- Foster a positive and welcoming atmosphere for all pool users.

4. Administrative Tasks:

- Maintain accurate records of pool attendance, incident reports, and concession sales.
- Report to Parks & Rec Sup. on pool operations, safety, and program participation.
- Manage inventory and ordering of pool supplies and equipment.
- Review basic aquatic center operations periodically and make recommendations for improvements to Parks & Rec Sup. as needed.

Physical and Environmental Conditions

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Work involves standing and/or walking 70% of the time, standing approximately 20% of the time, sitting approximately 10% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

Vision Requirements: The minimum standard for use with those whose work deals largely the ability to complete written reports, inspect pool equipment, read meters and gauges, recognize emergency signals, see across and through pool water at both near and far distances, identification, and recognition of colors.

Environmental Conditions: Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one-hour, chemical hazards, possibly slippery walking surfaces.

Qualifications and Requirements:

- High school education or GED required; must be at least 18 years of age
- Previous experience in lifeguarding or pool management is a plus.
- Strong leadership and communication skills.
- Ability to handle emergency situations calmly and efficiently.
- Customer-service oriented with the ability to work well with diverse groups of people.

Basic technological skills for record-keeping and communication purposes.