

**MAJOR FUNCTION**

This is responsible professional, administrative and supervisory work assisting in directing the aquatics activities for the City swimming program. Work in this class involves responsibility for assisting in the planning, maintenance, scheduling, promotion, and administration of a comprehensive aquatics program including selection, placement, training, safety, and discipline of assigned personnel. Work in this class requires extensive public contact and is performed under the general supervision of the Senior Supervisor-Aquatics. The employee must exercise considerable independent judgment and initiative in carrying out assignments. Work is reviewed through conferences, analysis of reports, observation and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Functions**

Assists the Senior Supervisor-Aquatics with planning, assigning, supervising, coordinating and reviewing the work of full-time and part-time temporary personnel using effective methods of activity, leadership and instruction. Works in conjunction with the Senior Supervisor-Aquatic on directing the daily operations of City swimming pool facilities. Responsible for the daily maintenance of facilities, including bathhouses, pool decks and pools. Helps with the safety and maintenance of all aquatic facilities and equipment. Supervises and serves as instructor for various certification courses. Maintains, purchases, and repairs equipment for City swimming facilities and their support functions, including chemical and mechanical systems. Assists with coordinating and providing regular in-service training for all aquatics personnel. Helps promote and publicize all activities in the aquatics unit. Handles aquatic special events. Assists in the overall direction of the aquatics unit. Recommends the selection, transfer, promotion, grievance resolution, discharge or discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases.

**Other Important Duties**

Acts as, and on behalf of, Senior Supervisor-Aquatics in his/her absence. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of water treatment (chemical and mechanical), state and local safety and health codes, regulations for operations, and construction of pool facilities. Considerable knowledge of the facilities and equipment needed in an aquatics program. Knowledge of the objectives and principles in the administration of public recreation programs. Considerable knowledge of policies, procedures, and practices of the department. Knowledge of the budget process and the principles and practices of office management. Ability to enforce rules and regulations with tact, firmness, and impartiality and to resolve differences of participants. Ability to plan, assign, coordinate, train and supervise employees in a manner conducive to full performance and high morale. Ability to prepare reports and express ideas clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to work effectively with different segments and varying age groups in the community. Ability to troubleshoot pool operation problems and to relay the problem areas to the maintenance technician.

**Minimum Training and Experience**

Possession of a bachelor's degree in leisure services, recreation, physical education, or a related field and eighteen months of professional experience that includes the operations and maintenance of swimming pool facilities and teaching or coaching in aquatics or other recreational areas; or an equivalent combination of training and experience.

Necessary Special Requirement

Possession of a Class E State driver's license and may be required at the time of appointment.

Established: 12-05-23