

POOL SUPERVISOR

FLSA Status: Non-Exempt

Pay Grade: 8

DEFINITION: Under the supervision of the Deputy Town Clerk and/or Administrative Supervisor. Supervises lifeguard I and II staff and Pool Office Assistant. Enforces water safety regulations, and guard swimmers at swimming facility, promoting patron health, enjoyment, and safety.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

1. Supervises lifeguard staff, including scheduling, performance management, and, if necessary, discipline.
2. Participates in the pool risk management and safety program by regular inspection and maintenance of activity site and scheduled emergency drills.
3. Monitors and supervises the swimming pool, pool area, locker rooms and hallways. Enforces rules and regulations pertaining to pool operation and safety and supervises pool areas when in use.
4. Administers first aid and/or CPR as needed; performs water rescue functions.
5. Maintains standards of facility sanitation, assisting with cleaning and general maintenance of the facility.
6. Attends meetings and training sessions as required.
7. Maintains proper physical fitness, mental alertness, and readiness to meet emergencies.
8. Regular punctuality and attendance required.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge and Abilities:

Knowledge of

- Supervisory principles and techniques.
- Coordination of rescue efforts and emergency medical procedures.
- First aid and CPR procedures.
- Rules and regulations pertaining to the swimming pool facility.
- Pool equipment operation and health standards.
- Swimming and water safety instruction techniques.
- Occupational hazards and standard safety practices.
- Basic math skills in reconciling daily receipts and accounting for daily sales.

Ability to

- Supervise, and schedule pool staff.
- Develop staffing strategies for pool events.
- Collect data and maintain routine records.
- Develop emergency action plan for the pool, utilizing available staff.
- Recognize emergency and dangerous situations and react quickly and calmly.
- Swim with proficiency and endurance.
- Enforce established policies, rules, and regulations.
- Respond to requests and inquiries from the general public and employees.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work to include the general public, peers, subordinates, and other Town employees.

Required Certifications and Licenses:

Must be able to acquire and maintain continuously throughout employment First Aid, CPR and AED for Professional Rescuer and Health Care Providers.

Valid driver license or other suitable means of transportation.

Experience and Training:

Any combination of training, education, and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Graduation from high school or equivalent education and one year of supervisory job experience. Lifeguard experience preferred but not required.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to bend, stoop, reach, sit, and stand for long periods of time. Dexterity and ability to walk on slippery and uneven surfaces. Strength and ability to maintain sustained physical exertion. Ability to see and hear swimmers in distress. Ability to tolerate exposure to constant noise, solvents, and chemicals. Strength, dexterity, and ability to lift/push/pull/carry up to 50 pounds on a regular basis or over 100 pounds occasionally. The ability to appropriately communicate both oral and verbal, including disseminating and/or interpreting, effectively to both internal and external customers as appropriate. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

Working Conditions:

Work is performed under the following conditions.

Work environment includes prolonged periods of exposure to sun, wind, and/or wet conditions, pool chemicals and other chemicals. Frequent contact with members of the public. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

Employee's Acknowledgment: I acknowledge that I have read and understand the above job description and have received a copy for my records.

Employee Signature

Date

Print Name