

## **POOL SUPERVISOR**

### **DEFINITION**

Under general direction, supervises the staff and programs of a swimming pool facility.

### **SUPERVISION RECEIVED/EXERCISED**

Receives general direction from a division manager. Exercises supervision over Senior Lifeguards, Lifeguards, and Services Aides as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Pool Supervisor is the supervisory level of the lifeguard series. An incumbent is responsible for the operation of a pool facility. This class is distinguished from the higher level class of Recreation Supervisor in that the latter has broader administrative and supervisory responsibility. Pool Supervisor is differentiated from the lower level class of Senior Lifeguard, in that the former is the lead responsible party for the operation of a pool facility.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*may include, but not limited to, the following:*

Directs the program and supervises staff of the pool.

Prepares reports on activities, personnel, and expenditure items as required.

Responsible for establishing operating procedures including rules, regulations, records, reports, maintenance, and operation.

Assigns and supervises staff in registration procedures of patrons in various aquatic classes offered.

Records receipts and accounts for fees paid by patrons.

Conduct reports on attendance and activities of the pool.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Water-rescue and accident-prevention techniques, emergency procedures, simulation drills, water-safety policies, first aid, and CPR.

Operational safety and maintenance requirements for aquatics facilities and amenities.

**Skill to:**

Provide required lifeguarding surveillance and rescue techniques.

Perform life saving techniques.

**Ability to:**

Test water for acid and chlorine.

Perform aquatic strokes.

Use lifesaving techniques to rescue swimmers.

Maintain records and order supplies.

Establish and maintain effective working relationships with those contacted in the course of work.

Deal effectively with emergency situations.

Respond tactfully and effectively to public inquiries, complaints and requests for service.

Communicate clear and concise instructions to employees under his/her supervision.

**MINIMUM QUALIFICATIONS**

**Experience:**

Previous experience in lifesaving, swim instruction, or advanced swimming is required and significant knowledge and experience in pool management operation is preferred.

**SPECIAL REQUIREMENTS**

Possession of a Lifeguarding, First Aid, and CPR-PR certificates as issued by the Red Cross, before assignment to a pool facility.

APPROVED: \_\_\_\_\_  
Director of Personnel Services

DATE: \_\_\_\_\_