

## AQUATICS PROGRAM & FACILITY USE SUPERVISOR

### **JOB SUMMARY**

Under the direction of the Director of Maintenance and Operations, supervise and maintain the operation of the district pool, coordinate aquatic programs for instructional, athletics, community and recreational purposes, and manage the public use of district facilities. Oversee daily operations of the aquatic facility, ensuring a safe, clean and health-code compliant environment. Train, supervise and evaluate the performance of assigned staff.

### **REPRESENTATIVE DUTIES**

The position description describes the general nature of work performed.

### **ESSENTIAL FUNCTIONS**

The position may perform any combination of the following:

- Manage and oversee facility use rentals, including administration of the scheduling and reservation process and system, collaborate with site administrators, school site office staff, custodial staff, facility management, foundation staff, and public agencies to provide community user groups with access to District facilities and grounds as provided for under the Civic Center Act.
- Approves payment requests, inspection reports, and specifications for capital improvements to ensure adherence to standards, regulations and timelines.
- Procures equipment, tools, supplies and materials.
- Designs plans, specifications and cost estimates and implements assigned improvement projects in accordance with the district's short and long-term plans.
- Develop and recommend policies and guidelines for public use of district facilities.
- Develop, supervise and coordinate districtwide aquatic programs and activities (curriculum and non-curriculum) to meet the needs of the district pool.
- Ensure that all appropriate water, environment, health and safety standards are maintained, ensuring the environment is safe and clean.
- Ensure that the pool is compliant with applicable health codes and statutes.
- Perform all personnel related functions for regular and seasonal assigned staff. Schedule, train, supervise and evaluate performance. Schedule and assign work to ensure proper coverage.
- Conduct in-service training as required.
- Provide information related to new laws and changes in policies and procedures.
- Meet routinely with high school athletic directors and physical education staff to establish schedules and to provide support for high school athletic programs as needed.
- Design, lead and participate in safety and emergency training (e.g. lifeguard certification) for certificated and classified staff.
- Maintain and monitor aquatic staff certification records to ensure safety and compliance.
- Establish aquatic program operating procedures for handling emergencies, accidents/incidents and pool security.
- Research and oversee maintenance of rescue and safety equipment.
- Research, develop and sustain a preventative pool maintenance plan to identify current and future aquatic facility needs.

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- Oversee master facility use calendar. Serve as a liaison between curriculum and non-curriculum user groups for the purpose of coordinating facilities usage and/or communication. Ensure the availability of facilities and equipment as needed.
- Communicate with coaches and various community organizations to provide information related to facility scheduling and programs.
- Provide lifeguard staffing and equipment for events as required.
- Assist in developing procedures and a uniform fee structure for district facilities. Assist in collecting related fees (e.g. handling cash, securing cash, making deposits).
- Manage budget preparation (e.g. monitor expenses, prepare cost estimates) to ensure compliance with budgetary constraints. Work to maximize revenue opportunities.
- Maintain records and prepare reports. Prepare written materials (e.g. schedules, calendars, pool logs, reports, personnel evaluations, supply orders) documenting activities, providing written support and/or conveying information.
- Administer first aid, CPR and respond to emergency situations as required.
- Recommends methods to improve operational efficiencies and sustainability.
- Establish and maintain cooperative and effective working relationships with others.
- Load, unload, and move equipment and supplies; may place and remove pool covers and/or lane lines as needed.
- Perform job-related duties as assigned.

### **JOB REQUIREMENTS: MINIMUM QUALIFICATIONS**

#### **KNOWLEDGE OF:**

- Principles and practices of swimming pool operations including: health department codes, pool circulation, filtration and heating systems, water chemistry, chlorine and chemical types, sanitation, water testing, pool problems and solutions, safety considerations, and preventative maintenance.
- Health and safety regulations and procedures.
- Proper storage and disposal of chemicals.
- Supervisory principles and practices.
- Work hazards and common job safety precautions.
- Record-keeping techniques.
- Proper lifting techniques.
- District organization, operations, policies and objectives.
- Budget preparation and control.
- Use of cash registers and cash handling procedures.
- Physical education requirements.
- Principles and practices of water safety instruction, related certification procedures, lifeguarding, first aid and CPR.

#### **ABILITY TO:**

- Apply techniques, practices, laws, and regulations of the field.
- Recognize workplace hazards and follow health and safety procedures and regulations.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

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- Prioritize workload to meet schedules and timelines.
- Exercise independent judgment and initiative without close supervision.
- Take action to implement solutions and improvements.
- Demonstrate diligence in attending to details and quality.
- Perform and check work to ensure completeness and accuracy.
- Logically grasp and think through issues and problems.
- Identify information by locating appropriate sources and pursuing leads for additional resources.
- Use good judgment in choosing courses of action.
- Demonstrate principles and practices of effective supervision and training.
- Work effectively and cooperatively as part of a team.
- Communicate orally for the purpose of providing and obtaining information.
- Use correct spelling, grammar and punctuation when constructing written correspondence.
- Operate tools, equipment, vehicles safely.
- Operate a computer and assigned software.
- Perform moderate to heavy manual activities related to maintenance and operations work.

### EDUCATION AND EXPERIENCE

High school diploma or equivalent. Five years progressively responsible experience in the operation of an aquatics facility that includes swim instruction and lifeguarding. Two years lead or supervisory experience.

### DISTINGUISHING CHARACTERISTICS

This single position classification is responsible for the day-to-day supervision of facility use and aquatics program. This class differs from the Custodial Supervisor I and II and the Grounds Maintenance Supervisor in that the incumbent is responsible for oversight of the public use of facilities, including coordinating with sites and the public. Whereas the Custodial Supervisor I and II and the Grounds Maintenance Supervisor are responsible for ensuring the facility is prepared for usage, including staffing, cleanliness, equipment, etc. which fall under their respective areas.

This classification differs from the Maintenance Supervisor in that it is responsible for pool maintenance whereas the Maintenance Supervisor is responsible for facility maintenance, including the aquatics building facility.

This classification is also responsible for aquatics related programming.

### REQUIRED TESTING

Pre-employment testing and assessment is required to demonstrate the minimum qualifications for the position.

### LICENSES/CERTIFICATES

All required licenses and certifications must be valid and unexpired.

- California Class C driver's license and record of driving history issued by the California DMV
- American Red Cross (ARC) CPR for the Professional Rescuer
- ARC Lifeguard Training
- Title 22 First Aid Certification within four months of hire

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- ARC Lifeguard Training Instructor
- ARC Water Safety Instructor certification or completion within four months of hire
- Certified Pool & Spa Operator CPO® certification or completion within six months of hire

### CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

### CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.

### WORKING ENVIRONMENT

This assignment requires the ability to travel to and from school sites and other work locations to perform assigned duties on a regular basis. The position is subject to on call availability in organizing responses to emergency situations.

The usual and customary methods of performing the job functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands: Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom	climbing/balancing
Occasionally	walking, lifting up to 50 lbs. at waist height, carrying up to 50 lbs. up to 5 yards, sitting
Occasionally/Frequently	stooping/bending, squatting/crouching, kneeling, twisting back, pushing/pulling, fingering/fine manipulation, power/firm grasping, reach above shoulder
Frequently	lifting up to 25 lbs. at waist and shoulder height, carrying up to 25 lbs. up to 10 yards, carrying up to 25 lbs. up to 5 yards, handling/simple grasping, reach at shoulder and below shoulder

### AUDITORY OR VISUAL REQUIREMENTS

Auditory ability is required to communicate with students, staff, parents, and to respond to telephone calls, safety bells and emergencies. Vision ability is required to see near, distant, color, depth and peripherally.

### ENVIRONMENTAL CONDITIONS

Exposure to chemicals associated with a pool, contact with blood and other body fluids, communicable diseases, working around and with machinery having moving parts, exposure to noise and vibration.

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Indoor and outdoor environment, seasonal heat and cold or adverse weather conditions. May include evening, weekend, and varied hours. Subject to emergency situations.