



## TOWN OF SURFSIDE AQUATIC SUPERVISOR

DEPARTMENT: PARKS AND RECREATION

EXEMPT

### GENERAL DESCRIPTION:

The Aquatic Supervisor is responsible for the day-to-day operation and administration of the pool and beach. Work is performed under the general supervision of the Parks and Recreation Director and Parks and Recreation Superintendent.

### ESSENTIAL JOB FUNCTIONS:

1. Recruit, direct, assign, supervise, train and evaluate subordinates.
2. Develop and maintain on-going in-service education and training.
3. Perform administrative duties
4. Instruct all aquatic certifications including American Red Cross courses, lifeguard training and certification.
5. Perform pool operator functions such as pool sanitizing, maintenance, etc.
6. Perform beach maintenance and supervision.
7. Manage all programming associated with the aquatic facility, programs and special events.
8. Maintain records and files.
9. Prepare publications and information for Town Gazette and website.
10. Prevent, recognizes and responds to beach and pool emergencies.
11. Purchase of aquatic equipment and supplies for pool and beach operations.
12. Ensure compliance with policies, procedures, regulations and standards of quality and safety.
13. Assists in completing Aquatic staff payroll.
14. Assists Human Resources in completing hiring documents, as requested.
15. Assists in procuring quotes, preparing RFP's, memorandums and reviewing vendor/contractor insurance requirements.
16. Conducts annual CPR/AED certification for all summer camp staff.
13. Work with the public and outside groups.
14. Perform work as a Lifeguard as needed.
15. May function in any emergency management role or capacity in the Incident Command System (ICS) to include, Logistics, Operations, and Planning.
16. Attend meetings as required.
17. Perform other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

**MINIMUM QUALIFICATIONS:****KNOWLEDGE, ABILITIES AND SKILLS:**

- Knowledge of modern beach and pool lifesaving techniques and procedures.
- Knowledge of pool water and equipment maintenance.
- Knowledge of proper safety and health procedures and precautions.
- Knowledge/usage of computer software
- Ability to swim strongly and handle distressed swimmers.
- Ability to communicate effectively in writing and orally.
- Ability to organize aquatic activities, programs and special events.
- Ability to perform adequate safety checks on water quality and equipment in use.
- Ability to train and supervise others effectively.
- Ability to ensure and maintain staff certifications current.
- Ability to train staff in water safety and lifesaving
- Ability to successfully complete a pre-employment swim and run test

**EDUCATION AND EXPERIENCE:**

Associate's Degree focusing on Parks and Recreation or related field and a minimum of four (4) years' experience as beach and/or pool lifeguard is required. Minimum of two (2) years' experience in pool maintenance, supervising pool and beach operations, lifesaving and water safety in pool and beach operations preferred.

(A comparable amount of training, education and/or experience can be substituted for the minimum qualifications.)

**LICENSES, CERTIFICATIONS OR REGISTRATIONS:**

Must possess the following active certifications and/or licenses: Red Cross Lifeguarding First Aid and CPR/AED, Aquatic Facility Operator (AFO), Water Safety Instructor (WSI), Lifeguard Instructor (LGI), valid Florida Driver's License and an acceptable driving record. The following certifications and/or licenses are preferred but not required: Water Safety Instructor Trainer (WSIT), First Responder (EMT) and Lifeguard Guard Instructor Trainer (LGIT).

**ESSENTIAL PHYSICAL SKILLS:**

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Heavy lifting and carrying

- Swimming
- Walking
- Bending
- Running
- Paddling
- Sitting

**ENVIRONMENTAL CONDITIONS:**

- Works inside.
- Works out-doors in various weather conditions.
- Pool chemicals.
- In darkness.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

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Revision History: 3/18/2008; 4/24/2008; 5/5/2008; 2/13/2012; 4/10/2012; 2/12/2018; 1/21/2021; 7/14/2021

**This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.**

Approved:

Town Manager's Signature:  \_\_\_\_\_