

Town of Fort Myers Beach
Fort Myers Beach, Florida
Job Description

POSITION: Aquatic Supervisor

DEPARTMENT: Public Works, Recreation Division

POSITION SUMMARY

This is specialized professional work concerned with administrative and supervisory tasks in the operation, safety, and maintenance of the Fort Myers Beach Community Pool in concert with the recreation development team. Due to the seasonal nature of this work, the Aquatic Supervisor will have assignments working with programs throughout the recreational campus. Assists with Club Rec and other programming at the Bay Oaks Recreational Campus (BORC) as assigned. Works under the general direction of the Recreation Manager.

ESSENTIAL JOB FUNCTIONS

- Develop and coordinate all aquatic programming with assistance from the Recreation Manager, including water aerobics, the FMB Swim Team, and swimming lessons.
- Assists with other programs at the Bay Oaks Recreation Campus as directed.
- Monitor water readings and make adjustments to the chemical balance as needed.
- Backwash filters and maintain a clean facility.
- Answer patron's questions and address complaints as necessary.
- Check daily paperwork for accuracy and submit to Recreation Manager and Health Department as required.
- Enforce all Town and facility policies consistently and with courtesy.
- Schedules and arranges rentals of aquatic facility.
- Plans and organizes workloads and staff assignments to ensure proper coverage.
- Trains and motivates assigned staff; reviews progress and recommends changes to the Recreation Manager as needed.
- Reports the needs of the public with consideration to the pool to the Recreation Manager and suggests ways to meet those needs.
- Participates in the development of short- and long-range plans for the aquatic facility.
- Communicates official plans, policies, and procedures to staff and the general public.
- Assures that assigned areas of responsibility are performed within budget; assists with annual budget request; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Prepares attendance, accident, and routine accounting reports.
- Coordinates staff in the development and implementation of aquatics programs.
- Supervises classes, workshops, and activities for persons engaged in aquatics programs and co-sponsored programs.
- Responds to public inquiries about aquatics programs.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

- Coordinates special aquatics programs, registers participants, collects fees, acquires coaches, assigns practice times, distributes and collects uniforms.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.
- Performs other duties of this position or related positions as may become necessary or as directed by the Public Works Director and/or Recreation Manager.

(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 duties as required.)

SUPERVISION RECEIVED AND EXERCISED

Works under the direct supervision of the Recreation Manager.
Supervises the lifeguard staff.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

The required skills would normally be acquired through attainment of an Associate's degree in Recreation, Leisure Services, or closely related field, plus three years of recreation experience, including aquatic programming, or an equivalent combination of formal education and related working experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Considerable knowledge of the equipment, facilities, operations, and techniques used in aquatic programs.
- Skill in the operation of facility tools and equipment.
- Skill in First Aid and CPR.
- Ability to develop, coordinate, and direct varied activities involved in operation of a community pool.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Critical thinking and problem-solving skills.
- Ability to maintain and update all reports and records, including those required by the Health Department.
- Knowledge of word processing and computer applications is a must.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

CONDITIONS OF EMPLOYMENT:

- Possession of a valid Florida driver's license is a requirement for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess current lifeguard certification, CPR certification, and First Aid certification from an approved certification program (i.e. Red Cross or comparable).
Possession of a current Certified Pool Operator designation required.

WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work environment is a community recreation center and may be noisy and bustling.
- Primary responsibility involves aquatic activities and will require walking, standing and swimming. May involve assisting children and adults in and around the pool and effort should be expected at these levels.
- Environmental factors may vary, and position will require time spent outdoors at all times of year.

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

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add, or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.