

## Town of Fort Myers Beach Job Description

**Position:** Full Time- Aquatic Supervisor (Pay Range \$21 to \$25 an hour)

**Department:** Parks and Recreation Department

### POSITION SUMMARY

This is a full-time leadership position requiring a varying schedule to include weekends, evenings, and holidays, and requires skilled water safety knowledge and work. This position must be able to manage all aspects of the pool complex including programs, maintenance, and required safety standards. Due to seasonal hours of the facility, the Aquatic Supervisor may also work with staff on programs supported by the Bay Oaks Recreation Center. This position will assist Department staff in organizing and conducting various programs, events, and activities. Works directly under the Recreation Campus Manager. The Aquatic Supervisor will supervise full, part-time, contractual, and volunteer workers.

### ESSENTIAL JOB FUNCTIONS

- Oversees Lifeguard crews as assigned, and leads the staff to comply with facility operations, maintenance, programming, and implementing Town policies.
- Performs a variety of duties pertaining to the management, operation, supervision, and other activities for the Parks & Recreation Department.
- Coordinates all aquatic programming with assistance from other leadership staff, including water fitness classes, the FMB Swim Team, certification courses, special events, and swimming lessons.
- Always presents professional appearance and attitude and maintains a high standard of customer service.
- Responsible for the daily operations for the Recreation facility when needed.
- Prepares and monitors programs and maintenance budget; assists in preparation of capital improvement budget.
- Manages maintenance logs and acquires any equipment that needs to be updated and assists in contacting the company for repairs.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering phone calls, and dispensing general information to the public.
- Develops and maintains good working relationships with the public, coworkers, and the program participants.
- Leadership experience in working with and leading people to achieve established Strategic goals as listed in Bay Oaks Recreation Campus Strategic Plan.
- Meets the needs of the public with consideration of creating new program(s) and implements the ways to meet those needs.
- Provides recommendations for, and ensures compliance with operational and safety policies, priorities, and standards relating to Parks & Recreation Department operations to achieve long and short-term program objectives.
- Ensures all operations and equipment of the aquatic facility are up to Lee County Health inspection standards to ensure the operation of the pool facility to remain open to the public.
- Performs other duties of this position or related positions as may become necessary or as directed by direct supervisor(s).

*(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.)*

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

- College degree preferred.
- Minimum education- High school diploma or GED and or specialized training.
- Must be at least 18 years old.
- Must have at least three (3) years of lifeguard experience.
- Must have at least three (3) years of professional aquatic programming and facility experience, including planning, supervising, and managing aquatic programs, activities and facilities, supervision and evaluation of staff and facilities.
- Must have experience supervising pool staff and running a pool complex.
- Must possess current lifeguard certification, CPR certification, and First Aid certification from an approved certification program (i.e. Red Cross or comparable).
- Must possess or obtain within six months of hire, National Recreation and Park Association Aquatic Facility Operator (AFO), or Certified Pool/Spa Operator (CPO) certification.
- Must possess or obtain within six months of hire, American Red Cross Lifeguard Instructor Certification.
- Must possess or obtain within six months of hire, American Red Cross Water Safety Instructor Certification.
- Must be able to teach water aerobics and a variety of fitness classes. AEA certification offered.
- Must be able to conduct in-service training for all pool staff.
- Must be knowledgeable of all pump room equipment and will be responsible for helping to maintain all equipment.
- Possession of a valid Florida driver's license.
- Successfully pass a background check, and alcohol and drug test.
- Able to establish and maintain effective working relationships with all program participants, coworkers, and the public.
- Ability to communicate orally and in writing.
- Experience with recreation/aquatic facilities maintenance and pool equipment maintenance.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS**

- Knowledge of the Florida Department of Health inspection requirements for pool facilities.
- Ability to organize and prioritize work and shift priorities in accordance with patron and Department needs.
- Ability to effectively supervise staff and volunteers.
- Ability to maintain all pool operations including equipment and chemical levels.
- Considerable knowledge of water rescue methods, CPR, and first aid techniques.
- Ability to work independently or as a member of a project committee as required.
- Ability to work outside in various weather conditions.
- Ability to read and follow written and oral instructions.
- General knowledge of word processing and computer applications.
- Ability to accomplish work which requires physical stamina.
- Ability to prepare routine administrative paperwork.

- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- 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.

## **PHYSICAL/ENVIRONMENTAL DEMANDS**

- Work environment is indoors and outdoors in a recreation and aquatic settings, which may be a loud, noisy, and bustling environment.
- Medium physical effort; requires handling of average-weight objects up to 50 pounds and standing, walking.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Ability to work in varying and adverse weather conditions including heat, cold, rain, wind and in the community center, pool, and field areas, as well as off-site locations. Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- Will be required to work hours other than the Recreation Center and Pool hours including, early evening and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact.
- Work environment is a community recreation and aquatic campus and may be noisy and bustling.
- Weekends are required.
- Evening and Holidays may be required.
- Primary responsibility involves aquatic activities and will require walking, standing, and swimming. Involves assisting people of all ages in and around the pool.

To apply go to <https://www.fortmyersbeachfl.gov/248/Careers>

*(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.*