

**Job Title:** Facility Supervisor

**Reports To:** Aquatic Center Manager

**FLSA Status:** Full Time

**Salary:** \$20.03 Hourly/DOE

## Summary

Responsible for Aquatic Center patron and staff safety and well-being. Supervise facility staff and monitor daily operations at aquatic center. Work to prevent emergencies by assisting to enforce all facility policies, rules and regulations. Must respond quickly to emergencies and administer CPR, AR, and first aid to guests if necessary. Attend required training sessions. Must maintain pool chemistry, water clarity, cleanliness, and safety of facility. Must complete and oversee all cash handling functions required per shift. Must oversee and report on operations in assigned specialty area. Attendance is an essential function of this position. Hours vary and may include weekdays, evenings, weekends, and holidays.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Supervise lifeguard and recreation staff at all times.
- Maintain the safety of patrons of the Aquatic Center and prevent aquatic emergencies.
- Maintain 10/20 protection to zone while on stand; ensure that lifeguards on stand maintain 10/20 protection.
- Present a professional image as a county employee and ensure staff does the same.
- Enforce Aquatic Center rules and regulations consistently.
- Operate Class functions and collect fees, oversee cashier/staff to ensure proper cash handling procedures.
- Complete all appropriate cash handling functions and paperwork required at opening and closing of shifts/facility.
- Attend in-service training in order to keep license current and valid.
- Clean restrooms, pool deck, and other areas of the facility as assigned
- Open and close the Aquatic Center at the beginning and end of the shifts, including properly securing the facility.
- Monitor and maintain water chemistry throughout the day and make adjustments as needed.
- Maintain current daily logs as well as other essential paperwork.
- Check all equipment on a daily basis to ensure that it is fully functional and correctly assembled.
- Oversee operations of assigned specialty areas and report to supervisor on all aspects.
- Provide customer service to Aquatic Center patrons.

## **Supervisory Responsibilities**

The Pool Supervisor will supervise a staff of 3-20 seasonal employees during any given shift.

Supervisor must remain professional at all times. Must ensure that lifeguards are maintaining vigilance, that they are rescue ready, professional, and are addressing environmental concerns. Must ensure recreation staff are professional, friendly, and knowledgeable while attending to patron needs. Ultimately responsible for staff and patron safety.

## **Qualifications**

Must be 18 years of age or older. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have 20/20 vision corrected or uncorrected. Must have hearing within normal range corrected or uncorrected. Available to work weekends, holidays, and evenings.

## **Education and/or Experience**

High School Diploma or G.E.D. required. Bachelor's degree in a related field preferred. Prior lifeguard and customer service experience preferred. Prior supervisory experience preferred.

## **Language Skills**

Must be able to read, write, and speak English.

## **Mathematical Skills**

Demonstrate the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## **Reasoning Ability**

Demonstrate the ability to handle complex issues that may involve sensitive information. Demonstrate the ability to competently supervise high school through adult age staff. Must demonstrate the ability to recognize a guest in distress and respond accordingly to the situation. Demonstrate the ability to handle difficult situations that may include patrons or staff members. Demonstrate the ability to deal with conflict in a professional manner and resolve issues.

## **Certificates, Licenses, Registrations**

Employee must obtain an American Red Cross Lifeguard Training Certificate (including CPR/AR/First Aid/AED). The certification is valid for three years and must be renewed when expired. CPR/AR/AED certificate must be renewed every year. Employee must have the ability and complete Lifeguard Instructor and Water Safety Instructor certifications within one year of employment/promotion. Employee must have a Washington or Idaho Driver's License with good driving record and must pass drug test.

## **Other Skills and Abilities**

Customer service skills are inherent to this position. Must demonstrate conflict resolution skills.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands include swimming 100 yards, performing a feet first surface dive to retrieve a 10 pound brick from the bottom of the pool (13 feet), and treading water for one minute without using arms. Must be able to withstand heat for extended periods of time. Must be able to swim in order to assist or rescue guests in distress. Good eye sight is pertinent to this position as a lifeguard must scan their zone of protection and be able to spot any guest in distress.

While performing duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands and fingers, handle or feel, stoop, kneel, crouch and crawl. The employee must frequently lift and/or move up to 100 pounds and occasionally team lift and/or move up to 300 pounds.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to wet and/or humid conditions; moving mechanical parts, fumes or airborne particles; toxic or caustic chemicals and outside weather conditions.