

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Supervisor, Aquatics	BAND/LEVEL:	MGT II
DEPARTMENT:	Recreation Services	JOB NO:	9100
DIVISION:	Aquatics	DATE:	02/01/16
REPORTS TO:	Assistant Director, Recreation Services	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 540

REPLACES: Supervisor, Aquatics

DATE: 12/23/13

JOB SUMMARY STATEMENT:

Hires, trains, supervises and evaluates staff. Coordinates guard training class, swim and dive teams schedules, and swimming lesson sessions. Manages on-going operations and maintenance of pool facilities. Oversees the inventory and purchase of supplies and equipment. Communicates aquatic information for marketing and electronic media use. Assists in the daily operations of Tomahawk Ridge Community Center.

DUTIES AND RESPONSIBILITIES:

1. Recruits, interviews, hires, trains, supervises, and evaluates staff. Completes paperwork on all new employees. Trains staff in the proper use of chemicals and hazardous materials. Makes daily round of pools to observe performance. Establishes work schedules.
2. Coordinates guard training class. Completes paperwork for class. Oversees the hiring and supervising of instructors. Instructs newly hired guards and retrains guards from previous years in lifesaving techniques. Evaluates and ranks class attendees.
3. Coordinates swim and dive teams schedules and practices. Meets with parental representatives and coordinates dates for practices and meets.
4. Coordinates swimming lesson sessions.
5. Manages on-going operations and coordinates repairs of pool facilities with facility technicians. Evaluates winter repairs and sets priorities for improvements.
6. Oversees the inventory and purchase of supplies and equipment. Recommends major purchases and makes small purchases. Prepares purchase requisitions, receives bid sheets from suppliers and awards bids to the low bidder. Arranges for delivery of supplies.
7. Plans and works with recreation supervisor to communicate aquatics information for marketing and electronic media use
8. May assist in budget preparation and preparing cost estimates for budget recommendations. Monitors budget expenditures.
9. Coordinates aquatic services with outside agencies and organizations.
10. Assists in operations of Tomahawk Ridge Community Center, including staffing, training, ordering and coordinating building operations.
11. Assists in CPR/First aid training for both community center staffs. Schedules rooms, times and dates to hold the trainings. Provides information to community center operation supervisors for coordination with staff certification or recertification needs.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in parks and recreation or related field. Possession of or ability to obtain and maintain a Starfish Aquatics Starguard instructor license, CPR and First Aid Certifications, and Certified Pool Operator or Aquatic Facility Operator certifications within six months from date of hire. Must possess a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

Five years of experience in supervising swimming pool operations, or an equivalent level of experience

SKILLS:

1. Good oral and written communication skills
2. Basic math skills
3. Mechanical aptitude
4. Manual dexterity
5. Good organizational skills
6. Supervisory skills
7. Good listening skills
8. Strong swimming skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City and state regulations
2. Ability to read and comprehend technical/mechanical manuals
3. Ability to read and understand blueprints
4. Mechanical aptitude
5. Alpha/numeric recognition
6. Diplomacy and judgment
7. Ability to work in a hectic environment with many interruptions
8. Ability to recognize and protect confidential information
9. Logical reasoning
10. Ability to analyze safety situation
11. Ability to train and guide others

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Mobility to visit and tour all City swimming pool sites
3. Exposure to high temperatures and humidity
4. Ability to swim and dive independently
5. Ability to lift 50 pounds and transport 20 feet
6. Ability to travel and tour City facilities in adverse conditions
7. Ability to traverse rough terrain
8. Ability to operate power and hand tools
9. Ability to operate City vehicles
10. Ability to climb, bend, lift, pull, push, walk for extended periods of time
11. Ability to distinguish smells

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct

Part-Time and Temporary Personnel (300)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.