TITLE:	**Aquatics Supervisor**	**JOB CODE:**	1103
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, provides overall administration of the County's aquatic programs and pool facility.

Distinguishing Characteristics: None.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Administers all operations of the aquatic programs and pool facility, including planning and scheduling work assignments of staff, recruiting, selecting, training and evaluating staff.
- Provides input on budget needs for the programs and pool facility.
- Responds to questions and complaints from the public.
- Schedules special public or private events for the rental of the pool facility.
- Oversees the maintenance of the swimming pool facility; monitors and maintains pool filtration systems; monitors pool water chemistry by testing water samples; adjusts chemicals as necessary.
- Coordinates special aquatics programs, including marketing, media contacts, advertising, registration and fee collection.
- Designs and implements instructional swimming programs.
- Promotes and provides information to school officials, other recreation officials, community service groups, other County departments and the general public regarding available programs and services.
- Demonstrates American Red Cross lifeguard skills to new staff.
- Completes various activity and safety reports regarding program and pool activity.
- Performs related work as required.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of the principles and practices of aquatic program and facility administration.
- Knowledge of the techniques of lifesaving, swimming instruction, CPR and First Aid.
- Knowledge of County policies, procedures, rules and regulations.
- Knowledge of supervisory principles, practices and methods.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- High School diploma or equivalent GED certificate.
- Three years of experience in aquatic program and pool administration, with a minimum of one year of supervisory experience.
- American Red Cross Lifeguard or Lifeguard Training certification.
- American Red Cross Water Safety Instructor Training certification.
- American Red Cross CPR certification.
- American Red Cross First Aid certification.
- Certified Pool Operator or Aquatic Facility Operator certification.
- Possession of a valid State of Nevada driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling, swimming, and objects over 100 pounds.

Equipment and Tools Utilized:

- Special Equipment includes personal computer, calculator, cash register, standard office equipment, hand tools, pool vacuum, lifts, pumps, chemical testing equipment and first aid equipment.