



CITY OF LONG BEACH CLASSIFICATION SPECIFICATION

TITLE: AQUATICS SUPERVISOR I - II

DEFINITION: Under direction, manages the operations of a major aquatic facility and/or comprehensive aquatics program within the Department of Parks, Recreation and Marine.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Supervises activities and programs at an aquatics facility.

Grade Level II - Supervises activities and programs at multiple aquatics facilities.

EXAMPLES OF DUTIES:

- Prepares and manages a designated portion of the Aquatics budget;
- Selects, trains, evaluates, and supervises subordinate personnel;
- Supervises the collection and accounting of daily cash receipts;
- Monitors pool and equipment maintenance;
- Maintains a current Lifeguard/Instructor Manual;
- Develops, implements and administers policies, procedures, fees and schedules for aquatic activities, services and facilities;
- Prepares and presents oral and written reports;
- Organizes and serves on aquatic advisory councils or committees;
- Maintains the inventory of materials and supplies;
- Coordinates activities and facilities with other City Departments, outside organizations and other Divisions within the Department of Parks, Recreation and Marine;
- Ensures that assigned facilities are in compliance with government, health, safety and occupational standards;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

- A Bachelor's degree from an accredited college or university with major course work in recreation, physical education or related field and the equivalent of two years of full-time experience working with aquatics programs, and/or aquatics facilities of which one year of experience must have been in a lead or supervisory capacity. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.
- Ability to deal effectively and tactfully with the public;
- Ability to effectively communicate orally and in writing;
- Willingness to work an irregular schedule, including nights, weekends and holidays;
- Current American Red Cross certification in Water Safety Instructor, First Aid, CPR for the Professional Rescuer, lifeguard Training, and Lifeguard Training Instructor;
- Title 22 First Aid certification;
- A valid California driver's license.

HISTORY:

Merging of the previous Aquatics Supervisor I and II into the new grade I and III and IV into the new grade II:

06-06-07 - Human Resources Department

06-06-07 - Civil Service

Approval/Adoption Dates:

06/10/81 - Human Resources Department