

**TITLE:**                    **AQUATICS SUPERVISOR I-II**

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

**DISTINGUISHING CHARACTERISTICS:**

Grade Level I - Under direction, performs the operations and maintenance of a single municipal swimming pool or aquatic facility; typically assists the Aquatic Supervisor II.

Grade Level II - Under general direction, performs the duties of the above, in addition performs the more complex duties of the class including supervising operations for multiple aquatic facilities; responsible for supervising and evaluating day camps and programs.

**EXAMPLES OF DUTIES:**

- Prepares and manages a designated portion of the Aquatics budget;
- Selects, trains, evaluates, and supervise subordinate personnel;
- Supervises the collection and accounting of daily cash receipts;
- Monitors pool and equipment maintenance;
- Maintains a current Lifeguard/Instructor Procedural 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 supervisory 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;
- May oversee computerized aquatic reservation and class registration;
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university with major course work in recreation, physical education or related field.
- Two years of equivalent full-time experience working with aquatic programs, and/or aquatic 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.
- A valid motor vehicle operator's license, or the ability to arrange necessary and timely transportation for field travel.
- Current American Red Cross certification in Water Safety Instructor, First Aid, CPR/AED, California First Aid for Public Safety Personnel, CPR for the Professional Rescuer, Lifeguard Training, and Lifeguard Training Instructor; Title 22 First Aid certification.
- At least one of the following certifications:
  - Certified Pool Operator (CPO);
  - Aquatic Facility Operator (AFO)

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles and practices of employee supervision, including selection, training, performance evaluation, discipline and labor laws;
- Knowledge of principles, practices, methods, and techniques of planning, developing, implementing, and evaluating aquatic programming and facility management;
- Knowledge of Federal, State, and Local Laws and regulations related to the provision of aquatics services;

- Knowledge of Occupational hazards and related safety precautions;
- Knowledge of principles and practices of administrative procedures, recordkeeping, budgeting and accounting;
- Knowledge of computer operation skills, including word processing, database programs, spreadsheets, electronic mail, and class/registration systems;
- Ability to establish and maintain working relationships with employees, contractors, vendors, and members of the public;
- Ability to plan, organize, schedule, and monitor work;
- Ability to effectively communicate orally and in writing;
- Ability and willingness to work an irregular schedule, including nights, weekends and holidays.

**HISTORY:**

Revisions: 06/06-2007- Human Resources Department  
Merging of the previous Aquatic Supervisor I and II into the new grade I and III and IV into the new Grade II

Approval/Adoption: 06/06/1981-Human Resources Department

Civil Service Commission Approval: 06/06/2007;05/12/2021