



Aquatic Supervisor

City of Maryland Heights

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Closing Date:

Salary: \$63,647-\$79,664

Description:

JOB SUMMARY:

The Aquatic Supervisor is responsible for managing the Maryland Heights Community Center Indoor Pool and Aquaport. Plan, schedule, organize and supervise the running of aquatics programs, swim lessons, activities and special events, which meet the leisure needs of the community. The Aquatic Supervisor also supervises all pool staff including lifeguards, head guards, swim instructors, swim coordinators, and pool managers. The Aquatic Supervisor also manages all certifications of staff and maintains proper pool operations and mechanical systems.

ESSENTIAL JOB FUNCTIONS:

- Coordinate the development, planning and supervision of recreation programs and special events in aquatics for the Maryland Heights Community Center Indoor Pool and Aquaport.
- Recruit, hire, train, schedule and evaluate all aquatic personnel at both facilities.
- Maintain payroll, hiring process, staff discipline/incentive, and evaluation records for aquatic employees.
- Manage all facets of pool operations, including aquatic instructional programs, pool special events, pool mechanical systems, and operational schedule.
- Responsible for the direction of a full-time Aquatic Specialists, pool managers, head guards, lifeguards, pool maintenance workers and grounds crew at Aquaport.
- Train all aquatic staff and maintain regular inservices/orientations.
- Have a thorough understanding of local, state, and federal guidelines that relate to pool operations and chemistry.
- Handles grievances and/or discipline cases involving pool patrons and staff. Reports serious cases to the Recreation Facilities Superintendent.
- Plans, schedules, organize, implements and supervise other aquatic programs and activities based on the needs of the community.
- Assist in preparing, coordinating, and disseminating all recreation publications including seasonal brochures and flyers for Aquatics.
- Maintains records; preparing reports on participation, program evaluations and surveys, manage aquatic program registration, prepare end of the season and monthly reports for aquatics.
- Manage aquatics revenue and expenses and assist with annual budgeting for aquatics.
- Works cooperatively with neighboring municipalities, school districts and other partnerships to

coordinate services and facility use.

- Ability to communicate effectively with staff, vendors and the general public.
- Provides assistance to the department wide programs and special events.
- May be required to act in a lifeguard capacity at times.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Thorough knowledge of the principles, practices and techniques utilized in running an indoor and outdoor aquatic facility, to include: organizing, supervising staff, maintaining pool chemistry, mechanical systems, running swim programs, special events, and recreation programs.
- Good knowledge of equipment, materials, and supplies required for specialized aquatic activities.
- Knowledge of supervisory methods and techniques.
- Thorough knowledge of the American with Disabilities Act as it relates to inclusion of individuals with disabilities in community recreation activities and aquatics.
- Ability to organize and supervise seasonal and part-time employees.
- Ability to establish and maintain effective working relationships with departmental staff, interdepartmental staff, community organizations and the general public.

EQUIPMENT USED TO PERFORM THE JOB:

Rescue tube, back board, resuscitation mask, AED, pool vacuum, filtration system, chemical control systems

REQUIRED EDUCATION, QUALIFICATIONS AND EXPERIENCE:

- Graduated from an accredited college or university with a degree in recreation or related field.
- Two years of related aquatic supervisory experience
- Possess a valid StarGUARD ELITE Lifeguard Instructor certification (or obtain in 6 months)
- Possess a valid Certified Pool/Spa Operator certification or Aquatic Facility Operator certification (or obtain in 12 months)
- Must have a current driver's license.