



Aquatic Supervisor

City of Maryland Heights

Contact Name: Becky Rexford

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Closing Date:

Salary: \$65,566 - \$72,550

Description:

GENERAL PURPOSE

The Aquatic Supervisor manages the indoor pool at the Community Center and the outdoor facility at Aquaport. This position plans, schedules, organizes, and supervises the running of aquatics programs, swim lessons, activities, and special events to meet the leisure needs of the community. The Aquatic Supervisor also supervises all pool staff, manages all staff certifications, and maintains proper pool operations and mechanical systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for 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.
- Responsible for payroll, hiring process, staff discipline/incentive, and evaluation records for aquatic employees.
- Provides leadership, coaching, and oversight of Aquatic Specialist and part-time and seasonal aquatic staff, including, pool managers, head guards, lifeguards, slide attendants, and Aquaport front desk and concessions attendants.
- Along with the Aquatics Specialist, trains all aquatic staff and maintains regular in-services/orientations.
- Assists with proper maintenance of the Indoor Pool and Aquaport.
- Responds to patron inquiries, concerns, and complaints in a professional and timely manner.
- Handles grievances and/or discipline cases involving pool patrons and staff. Reports serious cases to the Recreation Facilities Superintendent.
- Plans, schedules, organizes, implements, and supervises other aquatic programs and activities based on the needs of the community.
- Responsible for budget tracking, supply ordering, and vendor communication.
- Responsible for preparing, coordinating, and disseminating all recreation publications, including seasonal brochures and flyers for Aquatics.
- May be required to act in a lifeguard or swim instructor capacity at times as needed.
- Responds to aquatic facility emergencies and provides first aid, CPR, and rescue care when needed in accordance with training and established procedures.
- Assists in documenting incidents and implementing follow-up action.

- Performs other duties as assigned.