

MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

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POSITION DESCRIPTION

Employee Name:		Position Title: Aquatic Supervisor
Class Number:		Class Title:
Dept./Div.:	Recreation	Employment Status: Part Time
Reports to:	Aquatics Manager	
FLSA Status; Pay:	Nonexempt	
Normal Hours:	Varies	EEO Status:
DOT (closest applicable number):		

PURPOSE:

Assists Aquatics Manager with facility operations and the hiring, training, scheduling, supervision and evaluating of Head Lifeguards, Lifeguards, Group & Private/Semi-Private Swim Instructors and Pool Maintenance Staff. Safeguards and regulates the conduct of patrons at indoor and outdoor pools.

QUALIFICATIONS:

Applicant must be at least 19 years of age; completion of secondary education or equivalent; ability to exert extreme physical effort; twelve (12) months of related work experience preferred or any equivalent combination of education, experience or training which provides the required knowledge, skills & abilities.

LICENSURE OR CERTIFICATION REQUIREMENTS:

The following certifications are required: American Red Cross Lifeguard Certification, CPR/First Aid/AED for Professional Rescuer & American Red Cross Lifeguard Instructor (preferred).

EQUIPMENT OPERATED:

Computer, calculator, copier, fax machine, telephone system, cleaning equipment, two-way radio, hand & power tools, lifesaving equipment, pool vacuums and other various pieces of recreation related equipment.

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

The employee has exposure to chemical compounds found in a commercial aquatic environment (e.g., chlorine, muriatic acid, stabilizer, etc.); works in both indoor and outdoor pool environments; works around persons of all ages; exposed to possible injury from bodily fluids, hazardous waste; may have contact with potentially violent or emotionally distraught persons; routinely lifts objects 20 lbs. or less; occasionally pushes objects 100 lbs. or less; occasionally pulls objects 100 lbs. or less.

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

JOB DUTIES in order of importance

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

- Interacts with patrons on a daily basis. **
- Performs rescues and renders first aid, CPR, AED, etc.
- Assists Aquatics Manager in the hiring, training, developing, scheduling, supervising and evaluating of Lifeguards, Swim Instructors and Pool Maintenance Staff.

Date Adopted:

Date Revised: 12/2021

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- Assists in the coordination and supervision of aquatic programs and special events.
- Assists in the management of aquatic facilities; monitors and maintains proper water chemical balance; monitors chlorinating and water filtration systems; oversees cleaning and maintenance of interior/exterior of buildings, grounds, pumps, filtration systems, etc.
- Handles patron complaints and solves problems.
- Actively participates in in-service training sessions.
- Explains and demonstrates the uses of water safety equipment to staff.
- Participates in the preparation of daily records relating to rescues, assists, first aid, weather, maintenance and sanitation.
- May be assigned to assist with swim lessons, pool maintenance and front desk operations.
- Activates "Emergency Action Plan" as necessary and coordinates all efforts with full-time staff.
- Demonstrates regular and predictable attendance.

OTHER DUTIES AND RESPONSIBILITIES:

- Strictly enforces policies, rules, regulations, laws and ordinances governing the conduct of persons using the facility and promptly warns users of existing safety hazards.
- Safeguards and regulates the conduct of patrons.
- Provides outstanding customer service.
- Makes minor equipment repairs and cleans facilities as necessary.
- Knowledgeable of all departmental policies, procedure, rules, regulations, etc.
- Gives facility tours.
- Sets up and tears down equipment, including but not limited to tables, chairs, gym equipment, etc.
- Prepares clear and concise written reports.
- Attends staff meetings and trainings.
- Performs other related duties as required.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: proper use and application of lifesaving techniques and equipment, customer service; *department goals and objectives; *department policies, *procedures and rules; *emergency medical care procedures; public relations; *office practices and procedures; English grammar and spelling; basic math; *workplace safety; *records management; *security; cleaning.

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Skill in: communication; supervision; leadership; assessment; CPR, first aid, AED, swimming.

Ability to: give instruction and direction; work under stressful conditions and to immediately respond to crisis situations; interpret a variety of instructions in written, oral, picture, or schedule form; define and solve problems; collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply, and divide whole numbers; complete routine forms; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; maintain records according to established procedures; maintain confidentiality of restricted information; work alone or in a group setting; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from and contacts with officials and general public; develop and maintain effective working relationships; resolve complaints; provide outstanding customer service; respond to emergency situations; carry out instructions; work all types of hours and days (including weekends).

POSITIONS DIRECTLY SUPERVISED:

Head Lifeguards, Lifeguards

(Signature of Municipality Representative)

(Date)

(Signature of Employee)

(Date)

Date Adopted:

Date Revised: 12/2021