



## City of Irving Job Description

### Pool Supervisor

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| <b>FLSA Status:</b> | Non-Exempt | <b>Job Department:</b>         | Parks and Recreation |
| <b>Job Code:</b>    | P625       | <b>Reports To (Job Title):</b> | Aquatics Supervisor  |

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#### **PURPOSE**

To ensure patron safety and deliver exceptional services, promoting a high quality of life at all aquatic facilities. Train, supervise and lead staff, communicating effectively with facility users.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Oversee and perform all facets of pool operations and facility maintenance.
- Plan and implement weekly in-service training required by state law.
- Recruit, hire, train and recertify facility staff.
- Maintain operational supplies, staff equipment and concession item inventories, and interface with multiple vendors as required.
- Perform cashier and front desk duties, which includes collecting fees, balancing cash drawers and answering patron questions and concerns.
- Supervise large groups in the aquatic facilities, both visually and audibly, including children, to ensure health/safety standards are maintained.
- Monitor pool chemicals, equipment, circulation systems, facility infrastructure and adjust or repair them as needed.
- Monitor and complete bi-weekly payroll.
- Perform water rescues utilizing first aid, CPR/AED and lifesaving techniques as needed.
- Respond to and coordinate with EMS personnel before, during and after emergency situations.
- Instruct aquatic program classes.
- Assure staff and patron compliance with City's policies, procedures and ordinances.
- Motivate staff to meet all job expectations and provide consistent disciplinary procedures.
- Create and perform support program marketing and registration.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Stand by to administer and assist EMS personnel during special events.
- Provide first aid at City wide special events.
- Assist other departments with special needs.
- Serve as lifeguard on duty and instruct Aquatic programming as needed.

## **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 34 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Responsible for daily monetary transactions and cash drawer reconciliation.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- High School Diploma or equivalent

### **EXPERIENCE**

- Minimum of two (2) years of experience in a supervisory position.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license, or the ability to obtain one, may be required.
- Lifeguarding Certification
- CPR/AED for the Professional Rescuer Certification
- First Aid Certification
- Certified Pool Operator or Aquatic Facility Operator Certification
- Lifeguard Instructor Certification
- Water Safety Instructor Certification (Optional)

### **KNOWLEDGE OF**

- Aquatic Facility Operations: Operational characteristics, services, and activities of aquatic facility operations, including water safety techniques and water chemistry.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, and discipline.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstances.
- Lifeguard, CPR/AED, First Aid: Principles, processes, and techniques of diagnosing and rendering aid.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.

## **SKILLS AND ABILITIES IN**

- Basic Math: Adding, subtracting, multiplying, and dividing quickly.
- Teaching: Conveying new concepts and confirming comprehension by listener.
- Effective Supervision: Producing decided, decisive, and/or desired effect in the actions of staff and program leaders.
- Response Orientation: Choosing quickly and correctly between two or more movements in response to two or more signals (lights, sounds, pictures, and so on). This includes the speed with which the correct response is started with the hand, foot, or other body parts.
- Problem Analyses: Identifying, defining, and prioritizing options to choose actions for a positive result.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.

## **GUIDANCE RECEIVED**

### **Accepted Methods and Procedures**

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

## **CONTACTS**

Contacts and conducts business with multiple vendors for day to day operations, to include chemicals, janitorial, office supplies and technologies, uniforms, concessions, pool equipment and mechanical needs.

## **EQUIPMENT AND PROPERTY**

This position is accountable for: pumps, filters, controllers, registers, safety equipment, water lifts, water wheelchairs, office technology, pool furniture, plumping, electrical, deck finish, bathrooms, fences, doors, rescue equipment, uniforms, tools, and chemical storage.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, talk, balance, stand, reach, carry, climb, grasp, handle, feel, jump, lift up to 100 pounds and/or walk. Occasionally, s/he is required to kneel, push pull, and extract patrons in excess of 300 pounds with additional personnel.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee frequently is exposed to extreme weather conditions, electrical hazards, high precarious work places, air contamination (strong odors, fumes, or airborne particles), toxic or caustic materials. Occasionally, s/he is exposed to contagious diseases and/ or moving mechanical parts, violence. The noise level in the work environment is usually high. This job requires the employee to make decisions directly affecting the safety of others.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.