

**CITY OF FORT ST. JOHN
POSITION DESCRIPTION**

Class Title: Aquatic Supervisor
Department: Community Services
Date: May 1999

NATURE OF WORK

This is aquatic leadership work assisting the Pool Manager in the supervision, training and evaluation of staff as well as the co-ordination, instruction and implementation of various aquatic programs and special events. Working hours are primarily during evenings and weekends.

SUPERVISION RECEIVED

Works under the direct supervision of the Pool Manager. May report to the Director of Community Services and/or Facilities Manager for special projects and assignments.

SUPERVISION EXERCISED

Supervises Pool Attendants, Cashiers and / or assigned assistants.
May supervise Labourers on occasion

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervises, checks and participates in the work of a moderate sized group of full-time and part-time subordinates engaged in instructional, life guarding, maintenance, custodial and cashiering/clerical work on assigned shifts.
- Assists in the planning, organization and promotion of aquatic programs; evaluates and recommends changes to a variety of instructional and recreational aquatic programs for all ages. Ensures that all programs have required space to be effective and safe at all times, including swim clubs and rental programs.
- Participates in conducting life guarding and safety training programs for aquatic staff and participates in the hiring and evaluation of same.
- Assists in conducting a maintenance and custodial program ensuring that all operational facility standards and safety guidelines are met. Delegates janitorial tasks as necessary and ensures that all log books are kept accurate regarding maintenance duties. Adds chemicals when required or as directed by supervisor or Maintenance Workers.
- Complies with the Recreation & Leisure Services Department's safety program and ensures that all WCB and other legislative safety requirements are met. Reviews all accidents and incidents and recommends changes necessary to ensure a safe environment for all staff and participants.
- As required or assigned, lifeguard and instruct various recreational swim and aqua fitness programs.
- Prepares and maintains a variety of records and reports related to the work including daily attendance records, weekly and monthly reports regarding facilities, programs, services and statistics.
- Works within an assigned budget.
- May serve on various employee or other committees as assigned.

REQUIRED QUALIFICATIONS, LICENSES, CERTIFICATES AND REGISTRATIONS

All required qualifications must be, where applicable, registered with the respective British Columbia organizations and maintained at a current status.

- Diploma/Degree in Recreation or related field
- Management Skills for Supervisors or equivalent course
- Minimum 3 years experience at a supervisory level
- Lifesaving Instructor certification
- Lifesaving Society NLS Pool Option
- BCRPA Registered Aquafit Instructor
- Canadian Red Cross Water Safety Instructor
- BCRPA Pool Operator Level II
- Valid BC Class 5 Drivers' Licence

REQUIRED KNOWLEDGE, ABILITY AND SKILL

- Excellent interpersonal skills and demonstrated ability to handle a complex and varied workload.
- Excellent oral and written communication skills.
- Exemplary customer service skills.
- Thorough knowledge of aquatic and other recreation programs as may be offered by the Department. Experience in planning and leading various aquatic programs.
- Working knowledge of related legislation and regulations; ability to exercise sound judgment in the interpretation and application of related policies and procedures.
- Skill in the operation of computers; knowledge of word processing, database and spreadsheet programs, specifically Word, Excel and Access.
- Proven ability in supervision, training and assisting subordinates with their daily routines; experience in staff scheduling.
- Competency in the areas of leadership and the ability to work as a team player within the department and overall organization.
- Proven ability working within a budget
- Experience working within a union environment/contract.

TOOLS AND EQUIPMENT USED

Office Equipment
Equipment relating to pool chemistry and water filtration
Janitorial Equipment

GENERAL

Formal application; rating of education and experience; oral interview and reference check; criminal record check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related and/or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

This is a position in the BC Government and Service Employees' Union.