

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

ORDINANCE NO. 32-15
EXHIBIT A

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Classification Title:	Pool Supervisor	Civil Service Status:	Unclassified
Department:	Parks and Recreation	FLSA Status:	Non-Exempt
Immediate Supervisor:	Pool Manager	Bargaining Unit Status:	Excluded
Employment Status:	Seasonal	Positions Supervised:	Lifeguard and Cashier

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general supervision of the Pool Manager, inspects and monitors facility conditions to ensure safety and security for staff and the public; supervises lifeguards and monitors lifeguard staffing and preparedness to ensure safe and adequate observation of patrons; monitors water quality and filtration and chemical systems; supervises cashiers and directs prepares and/or completes all assigned reports and/or documentation of facilities and operations to promote an effective and efficient swimming pool and aquatic facility.

QUALIFICATIONS:*

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

Must possess or obtain prior to employment, current American Red Cross Certification or equivalent;* must be certified in first aid, CPR including use of automatic external defibrillator (AED); * proficiency in Microsoft Office, particularly Excel, Outlook and Word. Must enter into a minor employment agreement, if applicable.

***Must obtain within forty-five (45) days of employment.**

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Performs a variety of established/assigned tasks in order to ensure the effective and efficient operation of the City swimming pool and aquatic facility.

Monitors City pool and swimming facility to ensure safety of patrons (e.g., enforces safety rules and regulations; corrects and/or advises supervisor of threatening or unsafe conditions; implements pool safety procedures and rescue plans; performs first aid and cardiopulmonary resuscitation (CPR), including use of automatic external defibrillator (AED), as needed; completes incident and accident reports/forms; participates in routine in-service training sessions; etc.).

Supervises the activities of lifeguards and cashiers (e.g., schedules and assign tasks and staff; reviews work to ensure proper completion; provides direction and instruction; leads and motivates; may recommend discipline or commendation; assists with the evaluation of performance; in

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conjunction with the pool manager, addresses complaints and resolves problems). Directs and oversees lifeguard rotation, lifeguard scanning activities, and monitors lifeguard readiness as needed. Monitors staffing levels/performance to ensure safe and adequate observation of patrons.

Supervises the aquatic facility and regularly inspects facilities, including the bathhouse, restrooms, filter room, guard area, decks, and pool. Prepares facilities for daily operation, including supervising staff in opening and closing procedures. Assists with cleaning and maintenance of facilities as needed.

Assists with the testing of water quality of pools and monitoring of the filtration system and chemical control system as assigned; responds appropriately to any issues/problems arising out of water testing and/or monitoring of filtration and chemical control systems by communicating to the appropriate supervisor and assisting as directed.

Prepares all necessary reports, including, but not limited to: incident reports, supervisor shift reports, daily financial records; facility inspection reports, first aid reports, water quality reports, and filtration and chemical control systems reports.

Assists in preparing the facility and staff for activities, classes, programs, and special events. May assist the Pool Manager in the promotion of facility activities and special events.

Directs and monitors the collection of all fees/monies; prepares/directs preparation of daily financial records and deposit slips. Supervises employees who operate cash register and/or handle money. Deposits/assists with deposit of receipts, and reconciles cash drawers and petty cash. Monitors bank deposit procedures and petty cash, ensuring an adequate on-hand cash amount. Assists staff in processing patron registration and answering telephones.

Supervises emergency action plan responses and implementation of standard operating procedures. Coordinates appropriate responses to emergencies, accidents, and incidents.

Provides information and assistance to patrons in a professional and courteous manner; receives and responds to public complaints in a courteous and respectful manner.

Maintains required licensures, certifications, etc.

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Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;* City/Department policies and procedures;* supervisory principles and practices; safety practices and procedures; life saving techniques; first aid practices; CPR; sanitary practices; methods, skills and protocols used to help prevent and respond to emergencies, records management.

Skill in: swimming; lifeguarding; executing life saving techniques; administering first aid and CPR; computer operation; use of modern office equipment.

Ability to: communicate effectively with other employees and the public; provide and carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; train or instruct others; calculate fractions, decimals, and percentages; prepare accurate documentation; maintain records according to established procedures; compile and prepare reports; understand a variety of written and/or verbal communications; develop and maintain effective working relationships with coworkers, supervisors, and the public; travel to and gain access to work site; demonstrate physical endurance; demonstrate physical agility; perform heavy manual labor for extended periods of time in often adverse conditions, including occasionally lifting, pushing, pulling, or carrying objects weighing up to thirty-five (35) pounds; direct water rescue procedures and provide emergency care as needed.