

## AQUATICS SUPERVISOR



**From:** Human Resources Department

**RE:** Aquatics Supervisor

**Salary:** \$47,126.26 annually with 5% increase after successful 6-month probation *exempt position*

**Date:** March 31, 2023

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The purpose of the class is to plan, organize and implement a variety of aquatics programs for the Town of Waynesville and its citizens, and to perform related professional, administrative and supervisory work as required. The class works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities through periodic conferences and meetings.

### **ESSENTIAL TASKS**

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Plans, organizes, implements, and supervises an aquatics program to meet the needs, interests, and abilities of Town residents.

Recruits and supervises full- and part-time lifeguard staff and volunteer workers; supervisory duties include scheduling, instructing, planning, and assigning work, reviewing work, maintaining standards, coordinating activities, allocating personnel, selecting new employees, acting on employee problems, and recommending and implementing employee discipline.

Reviews the work of subordinates and makes recommendations for improvement as appropriate; offers advice and assistance as needed.

## AQUATICS SUPERVISOR

Coordinates and provides training for subordinate staff and volunteers; ensures staff obtain and/or maintain any required certifications.

Assists in ensuring department compliance with all Town policies and procedures, standards of quality and safety, and all applicable local, state, and federal laws and regulations.

Develops and implements program policies, procedures, and rules.

Assists in developing and implementing strategic plans to help the department meet the growing aquatics recreation needs of the community.

Recommends budget items for equipment, supplies, repairs and capital improvements for review and approval by the Recreation Director, monitors program expenditures.

Procures and maintains inventory of necessary equipment, materials, and supplies.

Plans, coordinates, implements, and directs aquatic activities for children and adults.

Coordinates natatorium use with schools, swim clubs and other groups.

Plans, schedules, and teaches aquatic-related classes.

Takes appropriate steps to ensure the safety of all citizens that utilize pool facilities, enroll in classes, attend special events and take part in any activity offered by the department.

Publicizes aquatics programs and activities to the public through the news media and other appropriate means.

Prepares regular and special reports required by the department, Town, and other agencies.

Receives and responds to inquiries, requests for assistance, concerns and complaints of program participants and the general public.

Attends Town, staff and community meetings and events as appropriate.

Keeps abreast of trends and issues in public recreation by reading professional publications and attending conferences, workshops, professional meetings, etc.

## AQUATICS SUPERVISOR

Performs general administrative / clerical work as required, including but not limited to preparing reports and correspondence, entering, and retrieving computer data, copying, and filing documents, etc.

### **DATA INVOLVEMENT:**

Requires planning or directing others in the sequence of major activities and reporting on operations and activities which are very broad in scope.

### **PEOPLE INVOLVEMENT:**

Requires supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

### **INVOLVEMENT WITH THINGS:**

Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones, or similar equipment.

### **REASONING REQUIREMENTS:**

Requires performing supervisory work involving policy and guidelines, solving both people- and work-related problems.

### **MATHEMATICAL REQUIREMENTS:**

Requires using addition and subtraction, multiplication, and division, and/or calculating ratios, rates and percentages.

### **LANGUAGE REQUIREMENTS:**

Requires reading journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations; presenting training; composing original reports, training and other written materials using proper language, punctuation, grammar and style.

### **MENTAL REQUIREMENTS:**

Requires doing specialized technical or entry-level professional work requiring general understanding of operating policies and procedures and their application to problems not previously encountered; application of specialized technical or professional principles and practices or the use of a wide range of administrative methods in the solution of problems; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

## AQUATICS SUPERVISOR

### **VOCATIONAL/EDUCATIONAL PREPARATION:**

Requires high school diploma or GED equivalent supplemented by formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training in recreation programming or a closely related field. Bachelor's degree in recreation administration is preferable.

### **SPECIAL CERTIFICATIONS AND LICENSES:**

Must possess a valid North Carolina driver's license.

Must possess all necessary aquatics training and certificates, including but not limited to lifeguard certification, water safety instructor certification, and pool operator certification.

Must possess CPR and First Aid certifications.

### **EXPERIENCE REQUIREMENTS:**

Requires over two years and up to and including four years of experience in aquatics programming, some of which has been in a supervisory capacity.

### **PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires light-to-medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy; must demonstrate considerable swimming and water safety skills and abilities. Must be able to perform basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, fingering, grasping, feeling. Must be able to exert enough force in life-saving procedures as necessary.

### **ENVIRONMENTAL HAZARDS:**

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, traffic, moving machinery, toxic/caustic chemicals, disease / pathogens, water hazards, violence.

### **SENSORY REQUIREMENTS:**

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

### **JUDGMENTS AND DECISIONS:**

Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment; responsible to assist in developing policy and practices.

## AQUATICS SUPERVISOR

### **ADA COMPLIANCE**

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**Interested applicants may submit an application to:**

**Town of Waynesville,  
Brittany Angel, HR Coordinator**

**Human Resources Department**

**16 S. Main Street**

**Waynesville, NC 28786**

**Or via email to [bangel@waynesvillenc.gov](mailto:bangel@waynesvillenc.gov)**

**Applications will be accepted until filled**