

City of Fort Worth, Texas Job Description

Classification Title	Assistant Aquatics Supervisor		
Job Code:	TC5801	Job Family:	Technical/Para-Professional
Pay Grade	511	Date Reviewed:	02/04/2023
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Plans, schedules and oversees the implementation of aquatic programs including organizing courses to be offered, generate schedule of courses and assign instructors at multiple locations, program planning, and conducting aquatic special events and competitions. Provides staff assistance to indoor and seasonal outdoor aquatics programs, including staff training and facility maintenance.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides day-to-day guidance and training, including training in safety policies and guidelines, to less experienced team members and temporary workers.
3. Plans and conducts certification courses such as Lifeguarding, First Aid, and CPR, as well as ongoing required in-service training sessions to ensure facility staff meet state code requirements and to protect the life safety of customers/citizens; and maintains necessary correspondence with the American Red Cross.
4. Assists in the oversight of all aquatics practices, policies and systems that are necessary for achieving the division and facility strategic and business plan goals.
5. Oversees the maintenance of a clean and orderly facility, including preventative maintenance on all equipment and equipment is in proper working order.
6. Balances daily transactions; compiles weekly, monthly, and yearly financial reports for review by management personnel; forecasts needed funding for staffing, equipment, materials and supplies.
7. Promotes facilities, programs, and services when in contact with members and guests.
8. Works to ensure that water chemistry meets all state standards; operates chlorination and filtration systems; keeps accurate water chemistry and equipment records;

operates vacuum, backwash and other equipment; and prepares and winterizes the outdoor pool.

9. Serves as Manager-on-Duty as requested, both during the week and weekends, and performing all responsibilities as necessary in this capacity.
10. Assists in preparation of special events associated with Park and Recreation aquatics facilities as necessary; and prepares swimming pools for event use.
11. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; and makes recommendations for changes and improvements to existing standards and procedures.
12. Responds to and resolves public inquiries and complaints; confers with customers regarding problems; provides assistance; and responds to emergencies, as needed.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of aquatics facility operations including pool systems and water chemistry.
 - Principles and practices of effective instructional techniques, goals, and objectives.
 - Application and understanding of lifeguarding surveillance and rescue techniques.
 - Principles, techniques, and proper administration of First Aid, CPR, and AED, as needed.
 - Principles of supervision, training and evaluation.
 - Aquatic recreational needs of the community.
 - Municipal budgetary policies, requirements and procedures.
 - Pertinent federal, state and local laws, codes and regulations.
- **Skill in:**
 - Organization and time management.
 - Computers and applicable software.
 - Prioritization.
 - Customer Service.
 - Monitoring assigned activities.
 - Decision making.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Instruct, assign, supervise, and evaluate lifeguards in the performance of their duties.
 - Identify hazards and unsafe practices and to make suitable recommendations for minimizing or eliminating those hazards.
 - Prepare and implement effective lesson plans and techniques.

- Participate in selecting, supervising, training and evaluating subordinate personnel.
- Maintain facilities equipment in a clean, safe, and secure manner.
- Interpret and explain applicable policies and procedures.
- Occupational hazards and standard safety precautions.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Sports Management, Physical Education, Recreation, or a related field and three years of experience providing lifeguard and water safety instructional classes and aquatics programming.

OTHER REQUIREMENTS

Valid Texas driver's license.

American Red Cross Lifeguard Instructor Certification.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases and workspace restrictions.

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

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.