



**CITY OF LA PORTE
SUMMER AQUATIC SUPERVISOR
JOB DESCRIPTION**

FLSA CLASSIFICATION: Non-Exempt

PAY GRADE: 018

DEFINITION

Performs responsible professional work in organizing and managing a well-rounded aquatics program; and to efficiently manage our six swimming facilities inclusive of maintenance as well as operation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Recreation Superintendent. Exercises direct supervision over all pool managers and monitors operations of contracted aquatic staff.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Regular and timely attendance at work is essential. Able to work days, evenings, weekends, and holidays as needed.

Supervise pool managers at Wave Pool, Northwest and San Jacinto Pools

Monitor operations of contracted aquatics staff.

Ensure patrons compliance with safety standards set by the Parks and Recreation Department and the American Red Cross.

Ensure the swimming pool is effectively supervised and secured by lifeguards.

Tests program participants for swimming skill levels; passes participants for participation into more advanced classes.

Responsible for assigning Lifeguard stations and rotations, as well as, daily clean-ups.

Opens and closes facility for special events.

Performs a variety of miscellaneous duties, such as but not limited to, answering phones, running errands, picking up supplies when needed for activities, conducting classes, collecting fees, and helping set up for classes.

Completes daily and monthly reports; maintains related records and statistics for various aquatics programs.

Handles money and operates cash register

Handle customer questions, comments, complaints, concerns and compliments.

Assists in the maintenance of the swimming pool

Monitors and maintains pool filtration system.

Performs pump room duties , which includes backwash and handling and installation of chemicals as necessary.

Monitor, test and record pool water chemistry through testing of water samples. and adjust chemistry as needed to maintain standards.

Handles chemicals such as chlorine, celite, CO2, and muriatic acid.

Maintain inventory of needed supplies and equipment for the pools

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment. Exposure to chemical, fumes/odors, explosive, electrical, mechanical, and radiation hazards. Exposure to extreme heat and noise, and constant noise. Writing; walking; typing; twisting body; stooping; standing; squatting; sitting; seeing; running; pushing, pulling, lifting, and carrying up to 50 pounds. Kneeling; crawling; climbing; cleaning; reading; decision making; reaching above shoulder level; using both hands for simple and firm grasping. Ability to hear clearly. Ability to communicate clearly and effectively; in person, by two-way radio, and by telephone. Good dexterity for operation of personal computer, typewriter, and calculator. Ability to operate pool pumps and motor systems, chemical systems, and pool water test kits.

QUALIFICATIONS

Knowledge of:

- Wave Pool and Conventional Pool operations from a standpoint of safety, staffing and mechanical procedures.
- Modern office practices, procedures and equipment, including revenue collection.
- Knowledge of the principles and practices of supervision and personnel evaluation.
- National Pool and Waterpark Lifeguard certification program and the standards of same.

Ability to:

- Coordinate, organize and implement aquatic recreation and leisure time activities and specialized events.
- Hire, train, supervise, and evaluate subordinate staff and volunteers.
- Identify methods to maximize service effectiveness and efficiency.
- Communicate clearly and concisely, both orally and in writing.
- Work outdoors and maintain good physical condition.

TRAINING, EXPERIENCE AND LICENSES/CERTIFICATES

- Possession of a valid Texas Drivers License.
- High School Diploma or equivalent required.
- One (1) to three (3) months related experience and/or training; or equivalent combination
- First Aid Training and CPR Certificate required.
- American Red Cross Lifeguard Certification or ability to obtain in 30 days or less upon hire.
- Previous swimming pool managerial, coaching, or teaching experience, preferred.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.*

**Duties, responsibilities and actions may change at any time with or without notice.*

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name

Date