

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor, Pool Operations

Department: Health, Kinesiology, and Recreation Management

FLSA Status: Non-exempt

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 39

Supervision Received From: Dean, Instructional, Social and Behavioral Sciences

Original Date: February, 2014

Supervision Given: Assigned hourly employees in Health, Kinesiology, and Recreation Management

Last Revision: August, 2014

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

JOB SUMMARY.

Responsible for oversight of all operations of the District's swimming pool for instructional, athletic, competition, and public use; coordination of the lifeguard program and supervision of lifeguards; scheduling the use of the pool for classes and events; basic maintenance and cleaning of the pool; and ensuring all pool operations are conducted and equipment is used in accordance with relevant safety regulations and District policies and procedures.

DISTINGUISHING CHARACTERISTICS.

The Supervisor, Pool Operations is distinguished from other classifications within the Confidential and Supervisory Team for its oversight of the District's swimming pool operations and maintenance, as well as the lifeguard program.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees and coordinates the District's lifeguard program; demonstrates lifeguarding, first aid, and water safety; develops lifeguard schedules and arranges for substitute lifeguards when necessary; assumes lifeguarding responsibilities in the absence of scheduled lifeguards.
2. Maintains the safety and security of the pool area; ensures patron compliance with and enforces applicable state laws, regulations, and District policies and safety procedures related to the use of the pool; establishes opening and closing procedures and ensures that the pool is properly secured at all times when not in use; implements and trains lifeguards in emergency management procedures.
3. Assists Human Resource Services in the recruitment and hiring of student lifeguards by identifying appropriate advertising venues and developing application screening requirements, including determining necessary certification requirements for applicants in accordance with applicable laws, regulations, and procedures.
4. Maintains the master schedule for all classes, athletic practices, competitions and District-approved events requiring the use of the pool.

5. Develops and communicates pool rules and regulations to patrons of the pool; reviews and modifies procedures as necessary to improve efficiency and effectiveness of operations.
6. Assists with daily cleaning and maintenance of the pool facility; washes water decks and ensures all surfaces are clean and safe; monitors pool systems and equipment and reports problems and needed repairs to appropriate Facilities Department personnel; reviews water quality records provided by Facilities Department personnel to ensure that water conditions are safe and sanitary for patrons.
7. Maintains a current inventory of all pool equipment and supplies, including forms and reports, first aid supplies, instructional equipment, and safety equipment; monitors and orders supplies as appropriate.
8. Completes and maintains documentation related to pool operations, including incident reports, work orders, operational equipment safety checklists, and pool statistics reports as requested; completes and submits reports of serious accidents or injury documenting rescue, treatment, or assistance.
9. Establishes and maintains positive working relationships with others contacted in the course of work; acts as a liaison between the District and community user groups within the local community that utilize the pool; serves as first point of contact for receiving and resolving grievances and disciplinary cases involving pool patrons and refers issues to higher-level management staff as required.
10. Provides support in the preparation of the assigned program budget; monitors budget expenditures; notifies higher-level management staff of unusual expenditures or discrepancies.

Marginal Functions:

1. Participates in shared governance through service on planning and/or operations committees and task forces.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Procedures and practices of lifeguarding, first aid, and lifeguard certification
2. Public swimming pool operations, including safety and security
3. Equipment utilized in the maintenance and cleaning of swimming pools
4. Water chemistry tests
5. Supervisory principles and practices, including training of employees
6. Methods of data collection, research, and report preparation
7. Basic principles of inventory control
8. Basic methods of budget preparation
9. Basic mathematics for performing calculations
10. Pertinent federal, state, and local laws, regulations, policies, and procedures
11. Modern office procedures, methods, and equipment, including computers and applicable software
12. Principles and practices of recordkeeping
13. Techniques utilized in effective oral and written communication
14. Support services utilized by individuals with disabilities

Skill in:

1. Coordinating and supervising the operations of a public swimming pool
2. Monitoring the safety and cleanliness of swimming pools and related equipment
3. Assisting in conducting and interpreting water chemistry tests
4. Supervising, training, and evaluating the work of others
5. Serving as a lifeguard, including providing first aid to others

6. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
7. Coordinating and scheduling activities with multiple parties
8. Effectively responding to all situations/incidents using sound judgment and decision-making skills
9. Utilizing a computer and related software applications, including e-mail, word processing, spreadsheet, and integrated data management software
10. Communicating clearly and concisely, both orally and in writing
11. Working independently with little direction
12. Establishing and maintaining effective working relationships with those contacted in the course of work
13. Maintaining accurate and complete records
14. Preparing and maintaining supply and equipment inventories
15. Performing mathematical calculations relative to area of responsibility
16. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds in a community college environment

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the supervision of public pool operations, including the oversight or supervision of lifeguards, and lifeguard experience (may be concurrent with pool operations experience).

Education/Training:

Equivalent to an Associate's degree from an accredited institution in any discipline.

License and/or Certificate:

Possession of, or ability to obtain, the following licenses and certificates by time of appointment:

1. A current, valid Advanced First Aid certificate
2. A current, valid cardiopulmonary resuscitation (CPR) certificate
3. A current, valid Certified Pool Operator (CPO) certificate or a current, valid Aquatics Facility Operator (AFO) certificate

WORKING CONDITIONS.

Environmental Conditions:

Work includes indoor and outdoor environments, including a swimming pool; potentially dangerous situations and responding to emergencies; wet/slippery surfaces and confined spaces; use of ladders; exposure to extreme weather conditions and temperatures; exposure to hazardous chemicals; exposure to biological hazards; exposure to computer screens and electrical energy. Occasional evening, weekend, and holiday hours are required due to District needs.

Physical Conditions:

Essential functions require maintaining physical condition necessary for participating in all physical activities without restriction, including sitting, standing, walking, stooping, bending, kneeling, crawling, climbing, swimming, moderate lifting (up to 50 pounds), and administering first aid to others.

TERMS OF EMPLOYMENT.

Employment is contingent upon successful completion of a pre-employment physical examination.