

AQUATIC SUPERVISOR

EXEMPT: No**SALARY LEVEL:** Grid 2, Band 13**LOCATION:** Sechelt/Gibsons/PH**DIVISION:** Recreation Services**DEPARTMENT:** Community Services**SUPERVISOR:** Rec. Prog. Coord. – Aquatics and Fitness**APPROVED BY:** Graeme Donn**DATE:** November 2020*Replaces: Aquatic Supervisor**DATE: December 2017*

SUMMARY: Working within a community development philosophy, this position provides day to day supervision of the administrative functions and activities of the aquatic staff and operations for the SCRD Aquatic Centres; provides life guarding services and instruction in aquatic programs.

KEY RESPONSIBILITIES *include the following:*

1. To provide life-guarding service and instruction in aquatic and fitness programs.
2. To schedule, co-ordinate and supervise the activities of the aquatic staff.
3. To develop remedies and strategies to resolve day to day system maintenance and operation issues related to pool functions.
4. To ensure compliance with SCRD policies, bylaws, and the Workers' Compensation Act and OHS regulations.
5. To maintain up to date knowledge of the Workers Compensation Act and OHS Regulations applicable to the work being supervised; to comply with and promote safe work practices and procedures in order to effect a safe and healthy work environment.

TYPICAL ACTIVITIES *include the following. Other activities may be assigned:*

1. Performs life-guarding duties and provides emergency or first aid assistance when required.
2. Assembles supplies and equipment and instructs aquatic programs.
3. Provides supervision and day-to-day work direction by, monitoring staff activities, orientation and training new staff in work routines and safe working procedures; resolving staff concerns, and evaluates performance.
4. Develops work schedules, reviews leave requests and staff timesheets as delegated by the manager.

5. Assists with regular staff meetings and prepares reports such as attendance and unusual incidents.
6. Performs administrative tasks such as the completion of chemical and maintenance sheets, staff log books, progress cards, safety inspections, check-lists and maintains inventory documentation.
7. Performs routine pool safety and maintenance checks; performs pools tests and adjust chemicals in pool accordingly; ensure scheduled maintenance tasks are completed.
8. Provides input to the Manager in the development and design of class curriculum; teaches aquatic skills to individuals and groups.
9. Responds to complaints or problems from users regarding a variety of matters such as service delivery, hours of operations.
10. Educates users on pool safety and enforces pool rules.
11. Prepares daily cash sheets and performs other basic bookkeeping duties involved in the processing of the pool revenue.
12. Contributes to the programming and special event promotion by generating theme and activity ideas for staff implementation.

KEY RELATIONSHIPS *To perform the typical duties of this job successfully, an individual must have contact with certain people that are not in the direct reporting relationship.*

- Advisory Committee Aquatic Facility members, Regional District staff
- Other Aquatic Centre staff
- General public
- Other community groups involved in the field of recreation.

DECISION MAKING AUTHORITY *Decisions that are made in carrying out the typical duties of the job without referring to the Manager.*

- Decisions involved in the day-to-day supervision and scheduling of staff.
- Decisions involved in ensuring the safe working conditions for staff and safe operations for the patrons.
- Implementation of safety regulations and policies in day-to-day work.
- Decisions involved in the safety, aquatic rescue situations and prevention of incidents.
- Decisions involved in the secure handling of pool revenue.
- Decisions involved in tailoring programs for the size and swim level of each class and their swim lessons.
- Decisions involved with reporting violations of the pool regulations to Manager or RCMP.

PROBLEM SOLVING RESPONSIBILITY

- Resolves work problems and assists staff in resolving work problems.
- Recommends work measures to enhance performance.
- Resolves public concerns or complaints of a routine nature.
- Diagnoses and resolves basic problems with the operation and maintenance of the pool and the equipment.

QUALIFICATION REQUIREMENTS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.*

FORMAL EDUCATION AND TRAINING

Completion of Grade 12 or equivalent and **current certification in the following:**

- Lifeguard Pool Certification
- Lifesaving Instructor
- Red Cross Water Safety Instructor Award
- CPR C (within one year)
- First Aid (Aquatic Emergency Care, Standard First Aid, OFA Level 2 or 3)
- BCRPA/CALA Fitness Leadership Training Certification
- Pool Operator's Level 1 Certificate
- WHMIS

Preferred certifications:

- Pool Operator II Certificate, Lifesaving Instructor Trainer, Red Cross Water Safety Instructor Trainer, NCCP Coaching & Adapted Aquatic/Fitness Instructor and First Aid Instructor

EXPERIENCE

- Minimum of two (2) years experience in planning, organizing and scheduling a variety of activities preferably in a recreation setting.
- Experience in the instruction of aquatic programs and life-guarding services.

OTHER SKILLS/KNOWLEDGE

- Ability to lead, motivate, schedule and evaluate staff.
- Ability to plan, organize and prioritize workload.
- Effective interpersonal skills (tact, conflict resolution, discretion).
- Ability to communicate effectively to a variety of audiences.
- Ability to work with a minimum of supervision.
- Knowledge of pool equipment and maintenance procedures and the ability to diagnose and resolve equipment malfunctions.
- Knowledge of applicable regulations, including the BC Health Act and Red Cross and Life Saving guidelines, and WCB regulations.
- Knowledge of and experience with Microsoft Office Products including Excel, Word and Outlook.

CONDITIONS OF EMPLOYMENT

- Satisfactory results from RCMP Criminal Records Check.
- Available to work daytime, evening and weekend shifts as required.

MEASUREMENT DATA *(to be used in combination with the SCRD Core Competencies)*

- Maintains high level of safety in life-guarding duties.
- Promotes harmonious working relationship with staff, the Advisory Committee Aquatic Facility members, staff and Directors of the SCRD and members of the public.
- Questions and concerns from the public addressed promptly with tact and diplomacy.
- Regular programming and special events carried out in a professional and timely manner.
- Encourages a high standard of staff training and provides for regular in-service training.
- Maintains all aspects of pool operations such as water quality, equipment, supplies, in a safe and healthy manner in accordance with provincial and WCB standards.

SUPERVISORY RESPONSIBILITIES:

- Directly supervises aquatic staff (Level I and II Lifeguards and Instructor Guards).

ADDITIONAL INFORMATION:

- The incumbent is expected to support Corporate sustainability and workplace safety objectives.