

**PLEASE POST FOR ALL APPLICANTS TO READ  
MACON-BIBB COUNTY GOVERNMENT**

<b>POST DATES: 2/4/2015 until FILLED</b>	<b>EEOC CODE:</b>	<b>CLASS CODE:</b>
<b>CLASSIFICATION TITLE: AQUATIC SUPERVISOR</b>		<i>SEASONAL</i>
<b>JOB CLASS (GRADE):</b>		<b>HOURLY RATE: \$13.00</b>
<b>WORK WEEK: VARIES</b>		<b>WORK HOURS: VARIES</b>
<b>DEPARTMENT: RECREATION</b>		<b>DIVISION: ADMINISTRATION</b>
<b>DEPT. HEAD: DALE DOUGHERTY</b>		
	<b>( ) REPLACEMENT</b>	<b>(X) NEW REQUIREMENT</b>

**Job Summary:** Under direct supervision of the Community Center Manager performs professional duties in supervision of the operations of the aquatics pools through planning, coordination, scheduling, and evaluating a variety of programs specific to aquatics area within the facility.

**Duties and Responsibilities:**

1. Schedules all pool activities and private rentals to ensure optimum pool usage; coordinates programming with supervisors and in keeping with center needs.
2. Develops and schedules aquatic programming for the center to include, classes, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.
3. Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.
4. Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.
5. Development of lifeguard deck rotational system for monitoring the pools and all other Pool deck operations.
6. Handles the filtration system and other aquatic operating systems with the assistance of the Building Maintenance Worker. Maintains proper pool chemical balance.
7. Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons.
8. Assists with coaching the youth swim program and high school program as needed; assists with swim meets, tournaments, and other special events.
9. Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.
10. Performs related duties as required.

**Minimum Qualifications:**

1. High School Diploma with 3 year experience directly related to the duties and responsibilities specified. WSI and CPR Certified.
2. Preferred Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO); Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.
3. Considerable knowledge in planning, organizing, and implementing aquatics programs.
4. Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.

5. Ability to work with the public and possess excellent public relation skills.
6. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.
7. Knowledgeable and use of Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile; various sports equipment used in fitness programs and swimming pools.

**Working Conditions:**

1. Works both in a temperature controlled office environment and outside as required by the job.
2. Work involves sitting, standing, stooping, bending, climbing, lifting light objects
3. While performing the duties of this job, the employee occasionally works near moving mechanical parts, and pool mechanical systems.
4. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
5. The noise level in the work environment is usually loud when in the facility.

**A RESUME IS REQUIRED**

An Equal Opportunity/Affirmative Action Employer