



Aquatics Program Supervisor

Category: Classified
Pay Grade: C21
Job Code: 14752

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Performs highly skilled supervisory and public safety work preventing injuries or deaths in County beach swimming areas; oversees the County's and department's beach safety programs, enforces various ordinances, trains and supervises lifeguards, and exercises a high degree of leadership and responsibility; performs general maintenance and trains Parks and Conservation Resources Department (PCR) employees in CPR, First Aid, and AED usage.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Supervises the day-to-day operations of County swimming beaches;
- Establishes work schedules, places staff where needed, and monitors daily operation to ensure that maximum performance and safety standards are met;
- Assists in the defining and protection of guarded swimming areas and ensures appropriate warning signs are posted;
- Trains lifeguards as First Responders including first-aid, resuscitation, and beach safety and orders, maintains an inventory, and replenishes lifesaving or first-aid supplies and equipment;
- Investigates disturbances or suspicious circumstances and provides for the safety of beach area patrons;
- Supervises and instructs summer classes on water safety, rescue techniques, and competitive drills;
- Develops and implements a countywide Junior Lifeguard program;
- Acts as advisor to Park staff in water safety and beach patrol matters;
- Certifies new employees in mandatory water safety requirements and recertifies staff in all water safety requirements;
- Interviews and tests trainee lifeguard candidates for employment and recommends qualified applicants for appointment;
- Acts as Safety Team Coordinator for the department;
- Coordinates training schedules for all department personnel;
- Conducts safety audits at beach parks and beach access areas;
- Assists with supervision and coordination for special events;
- Establishes and maintains field procedures for the crew and assists in the preparation of the annual program budgets;
- Assists in preparing personnel records, employee evaluations, correspondence, and regular reports on park activities;
- Coordinates required medical testing for department personnel;
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Possession and maintenance of qualifications (or valid equivalents): Pass swim skills test administered by the hiring authority, certification and instructor status for Cardiac Pulmonary Resuscitation (CPR), Standard First Aid, Lifeguard training, and four (4) years of experience as a lifeguard in the recreation field and/or beach patrol that includes one (1) year of experience as team leader or supervisor; or certifications as described above plus an Associate's Degree in recreation, education, business, public administration, or related field and two (2) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of approved water rescue methods and specific first-aid techniques.
- Skill in surf swimming, lifesaving, and first-aid;
- Skill including but not limited to Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to prevent dangerous situations from arising, recognize emergencies, and take appropriate action;
- Ability to work evenings, weekends, and holidays as required;
- Ability to rapidly learn rules and regulations relating to park and beach activities and to exercise tact, firmness, and good judgment in enforcing them.

PHYSICAL/MENTAL DEMANDS

The work is very heavy work which requires exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.

- Hearing ability: sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recordings on transcription device.
- Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in an environment with crisis situations that require major decisions involving people, resources, and property.