

ASSISTANT AQUATICS PROGRAM SUPERVISOR**JOB SUMMARY:**

Under supervision of the Aquatics Program Supervisor, assists in the supervision of the operation of the City of Carson community swimming pools and aquatic centers.

ESSENTIAL DUTIES:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Assigns, instructs, and supervises the work of pool personnel, including senior lifeguards, swim instructors, lifeguards and cashier clerks.
2. Enforces established rules and regulations governing safe use of pools.
3. Organizes and supervises aquatic activities and events.
4. Instructs swimming classes and aquatic programs.
5. May test pool water for correct chemical balance and treat with chemicals as required by State and local health departments.
6. May maintain filtration and chlorination plant.
7. Conduct weekly facility inspections and submit service requests on an as needed basis.
8. Conduct weekly assessments of facility needs and ensures they are met
9. ~~7.~~ Supervises collection and disbursement of cash.
10. ~~8.~~ Secures cash, bank, and pool receipts and tickets.
11. ~~9.~~ Prepares reports, on the status of pool water, facility, and pool activities.
12. ~~10.~~ Interprets current policies and procedures to the public.
13. ~~11.~~ Recruits, certify, and trains staff.
14. Conduct pertinent American Red Cross Certification Trainings.
15. ~~12.~~ Assists in use of pertinent computer-based recreation and aquatic software programs.
16. ~~13.~~ Performs related duties as required.
17. Subject to the needs of the programs, additional job duties may be required

QUALIFICATIONS:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

EDUCATION AND/OR EXPERIENCE:

Associates Degree and approximately three (3) seasons of paid experience in aquatics. Experience and/or education in a related field may be substituted on a year for year basis.

KNOWLEDGE OF:

- Train, certify, and supervise personnel;
- Lifeguarding, CPR, first aid. Lifeguarding, CPR/AED for Professional Rescuers, First

Aid, Title 22, Oxygen Administration, and Blood-borne Pathogens;

- Effectively communicate orally and in writing;
- Instruct classes in swimming, and aquatic activities;
- Enforce water safety rules and regulations;
- Establish and maintain effective working relationships with other and deal tactfully with the public.

LICENSE AND/OR CERTIFICATES:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record.

Possession of the following requirements –

~~an~~ American Red Cross Water Safety Instructor's certificate

~~;~~ ~~Possession of an~~ American Red Cross Lifeguard Training

~~and~~ Standard First Aid Certificate

~~;~~ ~~Possession of an~~ American Red Cross CPR for the Professional–Rescuer/AED

~~–~~ Automatic Automated External Defibrillator Certificate

~~;~~ ~~and possession of an~~ American Red Cross Blood-Bborne Pathogens Certificate

~~;~~ ~~and possession of an~~ American Red Cross Oxygen Administration Certificate

~~;~~ ~~and possession of an~~ American Red Cross Lifeguard Instructor Training Certificate

~~and possession of a~~ Title 22 Instructor Certificate

~~is desirable.;~~ ~~and possession of a~~ Water Safety Instructor Trainer Certificate is desirable.

WORKING CONDITIONS:

Employee accommodations for physical and mental disabilities will e considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. ~~require the ability to swim for long periods.~~
- **Require the ability to swim for long periods.**
- Require ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work around loud noise.
- May be required to drive City and/or personal vehicle in the scope of employment.
- Require to work evenings, ~~and/or~~ weekends, ~~and/or~~ irregular hours.