

DISTRICT POOL SUPERVISOR

Code No. 3-15-076
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position in a school district is responsible for supervising and coordinating all pool operations including pool staff, security, scheduling events and activities, fee collection, staff training and related operations, including coordination of District sponsored community swim program. The employee identifies and promotes improvements in the pool instructional program. Work is performed in accordance with local and state health regulations governing swimming pool operations. The employee reports directly to, and works under the general supervision of a Sports Center Administrator or other higher level staff member. General supervision is exercised over student lifeguards. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Coordinates all pool activities including scheduling, organizing, directing, and supervising aquatic programs such as physical education classes, "learn to swim" classes, and intramural, extramural, community groups and adult education;

Supervises pool activities to ensure compliance with local and state health regulations and permits pool use only with proper supervision and in compliance with all regulations;

Establishes necessary operational policies;

Ensures the continual improvement of the quality of the entire aquatic program;

Conducts in-service training programs and clinics related to swimming instruction, provides training in-service in cardio-pulmonary resuscitation (CPR) and emergency response procedures to student lifeguards, teachers, coaches and other pool staff;

Assigns all pool personnel to ensure the safety and welfare of pool users and serve the best interests of the total aquatic program;

Enforces pool rules and interprets pool policies and objectives of pool programs to staff, interested citizens and participants;

Oversees the security to the swimming pool areas including the pool deck, office, locker rooms, and storage areas;

Implements a system of key control for all areas;

Assists in the completion of pool reports and maintains pool records;

Maintains records of current certifications for pool staff and student records related to pool activities;

Coordinates the handling, recording and depositing of pool funds, completes accident reports and coordinates follow-up procedures with the school nurse;

Inventories and requisitions pool supplies and equipment, and assists with the distribution of pool supplies and equipment for physical education classes and other school aquatic programs;

Assists with school swimming pool instructional classes;

Works with the regular assigned teacher for all grade levels and teams and designs the master pool schedule to maximize pool usage;

Inspects the condition of the pool daily;

Ensures that lifesaving equipment is available and in proper working order;

Directs daily maintenance of the pool and recommends all necessary repairs to the maintenance staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of swimming pool safety procedures and precautions including lifesaving supplies and equipment; good knowledge of state and local health regulations governing the operation of public swimming pools; good knowledge of lifesaving techniques and first aid; good knowledge of resuscitation techniques, including cardiopulmonary resuscitation; ability to swim well; supervisory ability; ability to keep records and write simple reports; ability to ensure swimming pool activities comply with local and state rules and regulations; ability to plan, schedule and coordinate a pool program; ability to enforce pool rules; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years paid full-time or its part-time or volunteer equivalent experience coordinating a swimming instructional program AND possession of a Water Safety Instructor certificate issued by the American Red Cross*.

*Copy of certificate must be submitted with application.

SPECIAL REQUIREMENTS: Possession of a Lifeguard Training Certificate issued by the American Red Cross AND either a Cardio-Pulmonary Resuscitation (CPR) Certificate, Community CPR Certificate, or CPR for the Professional Rescuer, or equivalent certifications by a recognized certifying agency acceptable to the New York State Department of Health, at the time of appointment.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: January 10, 1991
REVISED: January 19, 1995
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