



**City of Laguna Niguel  
Job Description**

**AQUATICS SUPERVISOR**

Middle Management, Professional, and Supervisory Unit  
FLSA: Exempt

**DEFINITION**

Plan, organize, and supervise swimming pool operations and aquatic programs and activities; perform a variety of technical tasks related to the administration and promotion of aquatic and swimming pool operations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Parks and Recreation Manager.

Exercises direct supervision over full-time, part-time, and volunteer staff.

**EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES**

*Important responsibilities and duties may include, but are not limited to, the following:*

- ◆ Supervise, promote, implement, and evaluate swimming pool maintenance, lifeguard training, and aquatic recreation programs and services.
- ◆ Recommend and assist in the implementation of goals and objectives; establish schedules and methods for aquatic recreation activities; implement swimming pool facility policies and procedures.
- ◆ Organize and schedule aquatic recreation activities such as swimming lessons, lifeguard services, and special events.
- ◆ Plan, prioritize, assign, supervise, and evaluate the work of staff involved in aquatic recreation activities; participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.
- ◆ Monitor and enforce compliance with rules and regulations related to provision of swimming pool safety and aquatic recreational activities and services.
- ◆ Evaluate operations and activities of the assigned aquatic recreation programs; recommend improvements and modifications.
- ◆ Requisition swimming pool supplies and equipment; submit requests for budget items; assist in budget planning and controlling expenditures.
- ◆ Maintain records and develop reports concerning pool operations and aquatic recreation activities.
- ◆ Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.
- ◆ Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- ◆ Procedures for developing, promoting, and implementing a variety of aquatic recreational programs and services.
- ◆ Techniques of swimming pool maintenance and chemistry.
- ◆ Principles of supervision and training.
- ◆ Aquatic recreational needs of the community.
- ◆ Principles and techniques of lifeguarding, First Aid, and CPR.

### **Ability to:**

- ◆ Coordinate, organize, and implement aquatic recreation activities and specialized events.
- ◆ Swim with proficiency and endurance.
- ◆ Maintain swimming pool facilities in a safe and clean manner.
- ◆ Supervise and train assigned staff.
- ◆ Understand and respond to community aquatic recreation needs.
- ◆ Communicate clearly and concisely, both orally and in writing.
- ◆ Monitor and enforce swimming pool program compliance with related policies and regulations.
- ◆ Establish and maintain cooperative working relationships.

### **Experience and Training:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Three years experience in the administration of aquatic recreational programs and activities.

Equivalent to a Bachelor's degree from an accredited college or university with major work in recreation administration, physical education, or a related field.

### **Licenses:**

Possession of valid Pool Operator, First Aid, Water Safety Instruction, Lifeguarding and CPR certificates.

Possession of, or ability to obtain, a valid California Driver's License.

## **PHYSICAL DEMANDS**

*The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to swim, walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls; to reach with hands

and arms; and to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderate when in the field.