

DEPARTMENT: ALL APPLICABLE

CLASSIFICATION: COMPETITIVE

APPROVED: AUGUST 3, 2017

SWIMMING POOL DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the management of a municipal swimming pool program and the operation and maintenance of the swimming pools utilized for the program. The incumbent is responsible for planning, organizing and supervising swimming classes and other water programs and sports. The work is performed under the general supervision of a higher level administrator with wide leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over Lifeguards and other personnel involved in the operation of the pool. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Oversees the operation and maintenance of municipal swimming pools and swim programs;
2. Completes administrative tasks including scheduling, time sheets, swim class records, purchasing, etc.;
3. Plans, organizes and schedules water sports, swimming classes and other related programs;
4. Enforces rules and safety regulations;
5. Checks daily receipts and makes daily deposits of pool receipts;
6. Assists in promoting and advertising aquatic recreation programs;
7. Supervises and trains Instructors and Lifeguards and assists with their recruitment and selection;
8. Maintains records and prepares written and oral reports dealing with pool activities, prepares and submits the Swimming Pool Director's Report at the end of the season;
9. Supervises and assists with the overall pool operation, i.e. testing, cleaning and changing of chemicals;
10. Performs lifesaving skills and renders first aid as needed;
11. Conducts First Aid, CPR, Water Safety, Lifeguard Training and related classes for department employees;
12. Assists with budget preparation.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the techniques of lifesaving and first aid; good knowledge of rules and regulations governing the use of municipal swimming facilities; good knowledge of the mechanical operations of swimming pools and related swimming equipment; good knowledge of the methods and techniques of individual and group instruction used in aquatic recreational activities; good knowledge of NYS Health Code pertaining to swimming pool operations and maintenance; ability to teach first aid, life saving, CPR and other relevant course work; ability to initiate, organize, promote, lead and stimulate interests in aquatic recreation; ability to train and supervise Lifeguards and other subordinate personnel in water-centered recreational activities; ability to recognize and to take prompt remedial action on hazardous (or potentially hazardous) practices and situations; ability to maintain records and to make oral and written reports; good observation; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

SPECIAL REQUIREMENT:

Possession of a current CPR/AED for Professional Rescuers and Health Care Providers or equivalent combination; current lifeguard training certificate; and a current Water Safety Instructor certificate.