

Aquatic Supervisor—non-exempt Grade 41

City of Muskogee

Updated 02/03/2023



CLASS TITLE: Aquatic Supervisor

PURPOSE OF THE CLASSIFICATION:

Responsible for the immediate direction of aquatic facilities and providing citizens the opportunity to participate in comprehensive aquatic sports, fitness and recreational activities for individuals and groups of all ages; and performs related work as required.

ESSENTIAL TASKS:

- Coordinates the total operation of one year round and two seasonal aquatic facilities and administers diversified aquatic sports, fitness and recreation programs to meet the needs of the community.
- Directs and coordinates employment, hiring, training and development of employees to provide safe and efficient operation of swimming pool facilities.
- Maintains instructor trainer certifications for lifeguard training and water safety instructor to ensure individuals are certified and able to fill lifeguard positions for operation of City aquatic facilities.
- Directs and leads the aquatic programs to include lifeguard training, water safety instructor, swim lessons, youth swim team and water aerobics.
- Comprehensive knowledge of software systems within all aquatic facilities to include products and services entry and financial reporting.
- Assists with community partnerships and contract use agreements for use of pool and designated hours available for use.
- Directs and oversees bi-weekly payroll for all aquatic employees and ensures City policy compliance.
- Supervises and ensures proper financial processes in collection of pool fees, revenue reporting and revenue deposits.
- Investigates and responds to calls, requests and complaints from citizens, ensuring proper incident reporting procedures.
- Interprets aquatic and recreation programs and their philosophy to individuals and groups through assignments to staff and volunteers, as well as personal participation.
- Conducts community wide events by working with neighborhood and community groups to determine recreational needs and interests.
- Supervises daily maintenance and cleaning of the aquatic facilities.
- Prepares work orders for special maintenance needs and purchase orders for supplies.
- Directs and oversees mechanical and chemical balancing sides of pool operations.
- Recommends new programs and program updates and carries out long term planning and implementation in recreation and leisure activities.
- Performs duties of subordinates when necessary.
- Operates office equipment such as fax machines, copiers and phone systems and uses computer for spreadsheets, word processing, database management and other applications; learns to operate new office technologies as they are developed and implemented.
- Performs other work as necessary and or as assigned.
- Must report to work on a regular and timely basis.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

REPORTING RELATIONSHIPS:

The Aquatic Supervisor reports directly to the Parks and Recreation Fitness and Aquatics Facility Manager.

The Aquatic Supervisor supervises all seasonal and part-time/year-round lifeguards, head lifeguards and pool managers.

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QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in fitness, recreation or physical education with one (1) year of related experience and one (1) year of supervisory experience; or an equivalent combination of training and experience. Lifeguard and lifeguard instructor certifications, water safety instructor and certified pool operator licensures are all required; aquatic facility operator and water safety instructor trainer certifications are both preferred.

Knowledge, Abilities and Skills: Good knowledge of the principles and techniques employed in a public aquatic program; good knowledge of the purposes of centers established to meet the aquatic needs of community groups; good knowledge of the facilities and equipment of organized public aquatic programs; and good knowledge of first aid methods and safety precautions necessary in recreation work. Ability to organize and secure the effective cooperation of community groups to determine special recreational needs; ability to train and lead subordinates in recreation work; ability to instruct individuals in game, play or group activities; ability to communicate effectively, both verbally and in writing; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. On a case by case basis, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, arm and hand steadiness and finger dexterity will be needed enough to use a keyboard and telephone. Occasional sitting and standing is required. Occasional lifting and carrying of objects up to fifty (50) pounds. Occasional reaching, balancing, stooping, kneeling, crawling, twisting, handling and repetitive movements. Must be able to perform life saving skills including lifting a person off of the bottom and out of the water (average weight one hundred fifty (150) pounds). Vision, speech and hearing sufficient to perform essential tasks. Punctuality and reasonable attendance is essential. Must submit to drug screening and fitness to work physical exam.

Licenses and Certificates: Possession of a valid Oklahoma Class D driver's license is required. Must possess and maintain certification in first aid, CPR and AED, lifeguard and lifeguard instructor and water safety instructor.

WORKING ENVIRONMENT: Work in this classification is both indoors and outdoors. The employee is exposed to hot, wet and humid conditions and within and around swimming pools. The noise level in the work environment is usually loud in the pool facilities and quiet in the office. The employee is exposed to pool chemicals that must be handled with extreme caution. Will travel to other City locations as required. Requires ability to work nights, weekends, holidays and irregular hours.

Notice: This classification is a "safety sensitive" position as defined by the United States Department of Transportation drug and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or the Oklahoma Medical Marijuana laws. As a "safety sensitive" classification, the employee will be subject to drug and alcohol testing including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse the employee from the testing process or the consequences of testing positive for marijuana.

MINIMUM PAY: \$17.73/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays).

WORK HOURS: Work schedule varies according to need including evenings, weekends and holidays. Occasional overtime and flexing of schedule required.

WORK LOCATION: City of Muskogee Parks and Recreation Department, Recreation Division, Swim and Fitness Center, 566 North 6th Street, Muskogee, Oklahoma.

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RESUMES MAY BE SUBMITTED BUT WE REQUIRE OUR [EMPLOYMENT APPLICATION](#) BE COMPLETED ALONG WITH THE APPLICATION. We can also fax, email or mail one to you or you can pick one up from the City of Muskogee Human Resources Department at 505 Columbus Street, Muskogee, Oklahoma. Applications can be returned to the same address or by mail: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927; by fax: 918-684-6223; or by email: jkennedy@muskogeeonline.org. If you should have any questions, please call the Human Resources Department at 918-684-6221 or inquire in person at the address above or fax or email (above).

DEADLINE FOR APPLICATIONS: There is no deadline for applications for this position – it will be open until filled.

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