

AQUATICS PROGRAM SUPERVISOR

Job Code	Pay Grade
14752	CL14

Nature of Work

This is highly skilled supervisory and public safety work preventing injuries or deaths in County beach swimming areas. Employees in this class oversees the county's and department's beach safety programs, enforces various ordinances, trains and supervises lifeguards, and exercises a high degree of leadership and responsibility. During non-swimming periods, employees perform general maintenance, train Parks & Conservation Resources Department (PCR) employees in CPR, First Aid, and AED usage.

Minimum Qualification Requirements

- Possession and maintenance of qualifications (or valid equivalents): Pass swim skills test administered by the hiring authority; certification and instructor status for Cardiac Pulmonary Resuscitation (CPR); Standard First Aid; Lifeguard training; and 4 years experience as a lifeguard in the recreation field and/or beach patrol that includes 1 year experience as team leader or supervisor; or
- Certifications as described above plus an Associates Degree in Recreation, Education, Business, Public Administration or related field and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises the day-to-day operations of County swimming beaches.
- Establishes work schedules, places staff where needed, monitors daily operation to ensure that maximum performance and safety standards are met.
- Assists in the defining and protection of guarded swimming areas and ensures appropriate warning signs are posted.
- Trains lifeguards as First Responders including: first-aid, resuscitation and beach safety and orders, maintains an inventory and replenishes lifesaving or first-aid supplies and equipment.
- Investigates disturbances or suspicious circumstances and provides for the safety of beach area patrons.
- Supervises and instructs summer classes on water safety, rescue techniques and competitive drills.
- Develops and implements a countywide Junior Lifeguard program.
- Acts as advisor to Park staff in water safety and beach patrol matters.
- Certifies new employees in mandatory water safety requirements, recertifies staff in all water safety requirements.
- Interviews and tests trainee lifeguard candidates for employment; recommends qualified applicants for appointment.
- Acts as Safety Team Coordinator for the department.
- Coordinates training schedules for all department personnel.
- Conducts safety audits at beach parks and beach access areas.
- Assists with supervision and coordination for special events.
- Establishes and maintains field procedures for the crew; assists in the preparation of the annual program budgets.
- Assists in preparing personnel records, employee evaluations, correspondence and regular reports on park activities.
- Coordinates required medical testing for department personnel.
- Performs related work as assigned or required.

AQUATICS PROGRAM SUPERVISOR (continued)

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Knowledge, Skills, and Abilities

- Knowledge of approved water rescue methods and specific first-aid techniques.
- Skill in surf swimming, lifesaving and first-aid.
- Skill including but not limited to Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to prevent dangerous situations from arising, recognize emergencies and take appropriate action.
- Ability to work evenings, weekends and holidays as required.
- Ability to rapidly learn rules and regulations relating to park and beach activities and to exercise tact, firmness and good judgment in enforcing them.

For official use only

Revised	EEOC Code	Overtime Code
6/15	Protective Services	Classified