

EAST BAY REGIONAL PARK DISTRICT

AQUATIC SUPERVISOR

GENERAL FUNCTION

Under supervision, to develop, oversee and implement the Aquatic Unit's mission, policies and procedures by training and supervising lifeguards, supplying equipment and materials, and coordinating other District functions in order to provide high quality public service in a fiscally responsible manner.

ESSENTIAL FUNCTIONS

The essential functions of this position will include the following: supervises, trains and develops lifeguard II's and III's; makes hiring and staffing recommendations, balancing staffing levels between safety, budget and staff availability; evaluates the full range of beach/pool operations (i.e., rotation, ordinance enforcement, vigilance, staff performance, signage, hazards, etc.); prepares reports and recommendations on the basis of evaluated data and information; provides reliable, effective lifeguard service and medical equipment to the field; works effectively with other District staff to coordinate service delivery; evaluates medical, rescue and training reports as a quality assurance function; develops and evaluates effective procedures and policies to support the Aquatic program and protect liability exposure; responds to aquatic emergencies to participate in, support and/or coordinate response; plans, conducts, oversees and evaluates a wide range of staff training; assists with scheduling problems, develops work schedules, approves time cards; compiles and analyzes Aquatic service statistics and records; develops, coordinates and administers aquatic recreation programs; makes public presentations on safety and lifeguard service; assists, teaches and arranges materials for CPR & First Aid classes to appropriate District classifications; performs skill audits; assures compliance with legal codes and requirements related to lifeguard procedures and emergency operations; develops and maintains scuba program contracts; lifeguards as needed.

OTHER FUNCTIONS & DUTIES

Other functions and duties related to this position may include: performs related duties as assigned.

MINIMUM QUALIFICATIONS

- Education** Four year degree from an accredited college or university in Parks and Recreation or a related field determined to provide the base related analytical skill, and
- Experience** Twenty months full time experience in open water lifeguarding with increasing responsibility in dealing with critical incidents, at least 12 months of which will have been in a responsible supervisory position.
- Substitution** Additional experience may be substituted for a maximum of two years of required education on the basis that 4 months of full time experience is equivalent to one year of college.
- Certificates** Current provider certificates from the American Red Cross or its equivalent for the following: Lifeguard Training, Cardio-Pulmonary Resuscitation for the Professional Rescuer (CPR/FPR), and First Aid that meets the State of California Health & Safety Code (Title 22) requirements.

**EAST BAY REGIONAL PARK DISTRICT
AQUATIC SUPERVISOR JOB DESCRIPTION**

Page 2

KNOWLEDGE, SKILLS & ABILITIES

General knowledge of: modern office practices and procedures, including computer applications. Working knowledge of: principles and practices of aquatic program development and administration, both pool and open water; English usage, spelling, grammar and punctuation. Ability to perform the following essential functions: understand and apply District and departmental policies and procedures, appropriate collective bargaining agreement, and pertinent state and local regulations relating to lifeguard procedures and emergency operations; think clearly, act quickly, and apply logic and common sense to problem solving; communicate clearly, concisely and effectively, both orally and in writing, at the professional level; prepare and maintain accurate, comprehensive and concise reports, records, and analyses; walk, run, jump, climb, swim, drive, sit, lift and carry equipment up to 60 pounds, lift overhead and balance equipment up to 40 pounds, work outdoors in the sun for long periods of time; develop and maintain productive and cooperative working relationships with those contacted in the course of work at all levels.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. As a condition of employment beyond the probationary period, must acquire and maintain current Lifeguard Training, CPR and Emergency Response Instructor certificates and current EMT certificate from the American Red Cross or its equivalent, and SCUBA certification from a nationally recognized certifying agency. Must maintain current status for all required certifications. May be required to work unusual hours, weekends, holidays and serve in an on-call status. Persons in this classification may be required to wear a uniform.

Reports to: Aquatic Manager

Supervises: Seasonal Lifeguard Staff

Employment Category: AFSCME, Local 2428, (Monthly Salary Range effective March 24, 2001 - \$4,351.08 to \$4,772.77)

Adopted by Board: March 19, 1996

Revision Approved by General Manager: July 30, 2001