

AQUATIC SUPERVISOR (PART-TIME) (CITY OF CANANDAIGUA)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for supervising and assisting lifeguards in performing routine patrol work at swimming facilities and wading pools including assigning lifeguards to their stations. Work is performed under the general supervision of a higher ranking employee of the recreation department. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises personnel to ensure discipline and conduct, safety of patrons, park regulation enforcement and security of revenues collected;

Plans and implements training sessions for all lifeguards and other staff in accident prevention and safety, lifesaving techniques, first aid, mouth-to-mouth respiration, cardiopulmonary resuscitation and other measures to be used in emergency situations which might occur while patrons are in the water;

Prepares weekly staffing schedules, time sheets, payroll, accident and first aid reports, patron attendance reports, statistics on facility usage during special programs and recreational swims and other reports as requested;

Supervises collection and deposit of revenues;

Enforces, impartially, all rules which have been adopted for the safety and well being of patrons and staff;

Investigates all serious occurrences and accidents and reports them according to proper procedures;

Reports problems of grounds maintenance and plumbing to the Parks Maintenance Supervisor;

Inventories lifesaving, first aid and locker room supplies;

Supervises recreation and any special programs scheduled for the facility;

Coordinates use of facilities by outside groups;

Prepares written evaluations of all staff as required;

Assists staff in keeping lake, beach areas, restrooms and changing areas clean and free of glass and litter;

Schedules staff during impaired weather, using independent judgment on releasing lifeguards and aides from duty or assigning maintenance tasks to them;

Evaluates all park programs, operations and submits observations at the conclusion of the year to the Director of Parks and Recreation;

Submits inventory on all facility equipment at the end of the season.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of first aid, lifesaving and rescue work as applied to accidents in the water; ability to plan and supervise the work of lifeguards and other subordinate personnel; ability to swim well; ability to establish and carry out preventive water safety precautions, to react to emergencies and take effective action; ability to establish and maintain effective public relations; good observation; mental alertness; good moral character; physical condition commensurate with the demands of the position.

Continued on Page 2

AQUATICS SUPERVISOR

MINIMUM QUALIFICATIONS:

1. Two seasons of experience as a lifeguard, water safety instructor or senior lifeguard; AND
2. The following certificates are required: American Red Cross Lifeguard Training Certificate OR YMCA Lifeguard Certificate; AND
3. American Red Cross Basic Life Support for the Professional Rescuer CPR Certificate OR an American Heart Association Course C: Basic Life Support for Health Care Providers Certificate; AND
4. Standard First Aid.

WATERFRONT LIFEGUARDING: Requires American Red Cross Lifeguard Waterfront Module.

NOTE: According to the New York State Department of Health, the CPR Certificates must be renewed annually.

REVISED: MARCH 22, 1999

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE