



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.co.ontario.ny.us](http://www.co.ontario.ny.us) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## JOB OPENING NOTICE

**JOB POSTING #:** \_\_\_\_\_ **POSTING DATE\*:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**JOB TITLE:** \_\_\_\_\_

**RATE OF PAY:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_

### MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

**APPLICATION DEADLINE / LAST FILING DATE\*:** \_\_\_\_\_

\* Last filing date established for an announced exam always supersedes posting date.

**HOW TO APPLY:** All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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*Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status, disabilities or, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.*

Rev. 7/22/2020

### AQUATIC SUPERVISOR (PART-TIME)

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 staff;

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;

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

FULL PERFORMANCE KNOWLEDGE, 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.

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AQUATICS SUPERVISOR

MINIMUM QUALIFICATIONS: Two (2) seasons of experience as a lifeguard, water safety instructor or senior lifeguard.

REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of a cardiopulmonary resuscitation (CPR) certificate received from an acceptable agency listed in the Aquatic Certifications for NYS Bathing Facilities fact sheet produced by the NYS Department of Health (such as the American Red Cross, Boy Scouts, YMCA); AND
2. Possession of a current Lifeguard Training Certificate, or (for pools only) a certificate in Basic Lifeguarding, from an agency acceptable by the NYS Department of Health; AND
3. Possession of current First Aid Certification received from an agency acceptable by the NYS Department of Health.

WATERFRONT LIFEGUARDING also requires: American Red Cross Lifeguard Waterfront Module.

NOTE: The New York State Department of Health requires CPR Certificates renewed annually for Lifeguarding positions, regardless of the expiration date on the card.

REVISED: 3/22/99; 3/2/21

CIVIL SERVICE CLASSIFICATION: NON-COMPETITIVE