



CCRD CENTENNIAL SWIMMING POOL, HAGENSBORG, B.C.

## Position Description: Aquatic Supervisor

**Hours of Work:** Full time, shift work required (pool hours of operation 7:00 AM to 8:00 PM) five days per week, June to August.

**Rate of Pay:** According to Pay Scale Policy A-12(b). \$25.00-\$30.00

**General Statement:** Reporting to the Pool Manager, the Aquatic Supervisor supports the Pool Manager with implementation of the Pool Safety Plan, compliance with occupational health and safety for aquatic facilities and ensures safe and effective operation of the pool facility. The Aquatic Supervisor also assists with life guarding and instruction and is jointly responsible for the conduct and safety of all persons in or near the pool. With support from the Pool Manager, the Aquatic Supervisor will be responsible for in-service training of pool staff during the season. In the absence of the Pool Manager, the Aquatic Supervisor assumes responsibility for supervision of pool staff and direction of pool operations.

### Duties and Expectations

Include, but may not be limited to:

#### **General**

- Protect and safeguard the life and safety of swimmers and fellow staff members, and protect pool property, equipment, and facilities.
- Perform lifeguarding and instruction duties.
- Implement the Pool Safety Plan.
- Conduct Facility Inspections and address identified hazards or contact CCRD Operations Department for assistance.
- Investigate incidents and prepare incident reports or assist CCRD Operations Department in the event of a serious incident.
- Prepare requisitions for pool supplies.
- In co-ordination with the Pool Manager, lead weekly in-services and pool safety meetings, keep safety meeting records, and action identified safety issues.
- Supervise and ensure satisfactory record keeping of pool chemistry and cleaning.
- In co-ordination with the Pool Manager, supervise safe handling/storage of pool chemicals and adjustments to pool chemistry.
- Prevent accidents, and should an accident occur, provide immediate emergency care and assistance.
- Ensure that all pool users adhere to all pool health and safety standards.
- Perform general pool and facilities maintenance tasks as assigned, including but not limited to pool water chemistry, pool vacuuming, basic mechanical system maintenance and facilities clean-up.
- Assist the Pool Manager with public swim, admissions, passes, registrations, and bookings, along with applicable fees, recording such, and issuing official receipts for all registrations and bookings.
- Support the Pool Manager as required and assigned, to reconcile daily cash, submitting accurate daily monies and applicable records to CCRD Administration in a timely fashion.
- Observe CCRD workplace safety, anti-bullying, and harassment legislative protections, and assist the Pool Manager to support pool staff to understand and uphold their rights to and responsibilities for a safe and respectful workplace.
- Report to Pool Manager or CCRD Administration any feedback/comments/complaints received from the public at large regarding pool programs, scheduling, and pool operations in general.
- Assist with the evaluation of pool staff in accordance with CCRD Administration direction.
- Working with the Pool Manager in a collaborative manner to best achieve planned programming and adherence to CCRD Centennial Pool Safety Plan.
- Assist or lead event planning and training activities.
- Participates in Opening and Closing of the facility.
- Performs duties as assigned by CCRD Administration.

Qualifications: Include but may not be limited to:

- 19 years of age (minimum)
- Minimum 2 years' experience as a Lifeguard/Swim Instructor
- National Lifeguard (Pool) Certification
- Swim for Life Instructor Certification
- Pool Operators Level 1 Certification
- Standard First Aid and CPR-C (current within 3 years)
- WHIMIS
- Satisfactory Criminal Record Check
- Lifesaving Instructor Certification is an asset

The position of Aquatic Supervisor requires an individual who has initiative and a desire to undertake additional training in emergency care, pool maintenance, life guarding and swimming instructor if required or offered by the CCRD.