

## Aquatic Foreman I

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### **DEFINITION**

This is advanced foreman level work involving some skilled lifeguarding of patrons and directing the activities in minor indoor and all outdoor swimming pool facilities.

Work of this class involves responsibility for directing and supervising all swimming pools facility activities including program implementation, maintenance and the supervision and assignment of work of Lifeguards I and II, Swim Instructors, Recreation Facility Attendants and Swimming Pool Servicemen. Supervision includes ensuring adherence to established policies and procedures. Work of this class is distinguished from that of an Aquatics Foreman II in that employees of this class are responsible for non-major pools encompassing volumes of users and less diverse user groups or institutions, less numerous and less complex programming, smaller staff requirements, smaller fiscal expenditures and revenue intakes and generally less complex operations. Incumbents are expected to monitor, evaluate and make recommendations and annual objectives, budgets and programs offered. In addition, maintenance, both routine janitorial and mechanical are the responsibility of this position. Independent judgement is exercised in evaluating the performance of all staff, planning and modifying routine procedures and schedules, and in enforcing safety regulations. General supervision is received from an administrative superior who reviews the work through periodic inspections, the analysis of reports and evaluation of services rendered to the public.

### **TYPICAL DUTIES** \*

Assist the supervisor in the planning and development of facility objectives and budget, and monitor implementation.

Plan, develop, supervise, monitor and evaluate all programs offered through the facility, following guidelines and approval of the supervisor.

Safeguard and supervise the activities of the patrons using the facility, in accordance with established policies and procedures, including some lifeguarding.

Supervise and assist in reacting to emergency situations and performing first aid as required.

Schedule, assign and supervise the work of lifeguards, swimming instructors, pool servicemen, cashiers and related facility staff.

Direct the scheduling, operation and routine maintenance of daily janitorial work, mechanical inspections, pool filtration and chemical feed equipment.

Supervise the collection of fees and maintenance of attendance and statistical records relating to facility usage.

Request approval for major maintenance and repairs; order supplies, material and equipment.

Maintain good public relations, provides liaison with facilities user groups.

Prepare time sheets, shift schedules, minor purchase orders, cash balances from admission fees, accident reports; perform related administrative functions.

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Perform related work as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles, practices and techniques employed in water safety and lifesaving activities.

Considerable knowledge of the principles and practices of first aid.

Considerable knowledge of public health safety and sanitary regulations applicable to swimming pool operations.

Considerable knowledge of training and instruction techniques applicable to the work.

Knowledge maintenance programs and procedures.

Knowledge of policies and procedures relevant to swimming pool operations.

Demonstrated ability to work effectively with facility staff and the public.

Ability to plan, assign, supervise the work of subordinates.

Ability to act quickly and calmly in emergency situations.

Ability to express ideas effectively orally and in writing.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### Job Level

Completion of the twelfth school grade. Two years of progressively responsible experience as a permanent Lifeguard II, and completion of the applicable in-service program. Possession of a Senior Resuscitation Award R.L.S.S., Aquatic Emergency Care Award R.L.S.S., Red Cross Water Safety Instructor II Award, R.L.S.S. Swimming Instructor Award, and one of the following: National Lifeguard Service Certificate R.L.S.S., Bronze Medallion R.L.S.S., or Bronze Cross R.L.S.S. These awards and certificates must be renewed in accordance with City Policy.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0033			
Grade	031			
Last Updated:	1990-08			
Previous Updates:	1983-04, 1982-03			
Originated:	1981-03			