



## AQUATIC COORDINATOR

DEPARTMENT: PARKS & RECREATION  
GRADE 37

### CHARACTERISTICS OF THE CLASS:

Under general supervision of a Recreation Supervisor, the incumbent is responsible for the safe operation of the aquatic centers and for the safety of its patrons. Work involves exercising preventative safety measures, supervising and instructing lifeguards and swimming instructors, and maintaining the pool, water, equipment, and related facilities. Work is reviewed through observation for adherence to established policies and procedures.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Directs, assigns, supervises and evaluates the work of subordinate staff; provides training.
2. Aids in the rescue of patrons in the water and administers first aid or life saving techniques as indicated; obtains professional aid in case of serious accident or injury.
3. Maintains a clean pool and surrounding area; checks water make-up and adjusts pool chemicals; maintains recreational facilities and equipment.
4. Assists in the preparation of a departmental budget; maintains receipt and deposit records for fees collected.
5. Assists in conducting recreational activities and events.
6. Supervises Lifeguards and Swimming Instructors.
7. Develops educational programs for Lifeguards and Swimming Instructors.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **REQUIREMENTS:**

### **A. Training and Experience:**

High School Diploma or GED; supplemented by three (3) years of experience in recreational programs, one (1) year of which must have been at the supervisory level; or an equivalent combination of training and experience. Must possess a valid American Red Cross Lifeguard Training Certificate, American Red Cross or American Heart Association CPR Certificate and an American Red Cross First Aid Card. Requires a valid State of Florida class NBN commercial driver's license with air brakes.

### **B. Knowledge, Abilities and Skills:**

Knowledge of life-saving methods and practices.

Knowledge of pool maintenance and proper chemical make-up of pool water.

Ability to make sound, quick independent judgments and to handle persons in emergency or life threatening situations.

Ability to instruct swimming and water safety classes.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to maintain, analyze, and submit reports pertaining to revenues, chlorine and PH readings, water back-washing, accidents, rescues and assists, and first aid.

### **C. Physical Requirements: 1**

### **D. Environmental Requirements: 3**

### **E. Sensory Requirements: 2, 3, 6, 8, 9**