

JOB OPENING

CITY OF FARMINGTON

JOB POSITION #175: Pool Supervisor

NUMBER OF VACANCIES: 1 **DEPARTMENT:** Parks, Recreation, and Cultural Affairs

WORK LOCATION: Municipal Pools **HIRING RANGE:** \$2,457.19 - \$2,911.63/Monthly

PAY CLASS: PAT-7

DAYS WORKED: Varied

HOURS WORKED: Varied

TYPE OF POSITION: Regular, Full-Time

APPLICATIONS WILL BE RECEIVED UNTIL: Until Filled

JOB DUTIES

*Resumes submitted without a City of Farmington application
will not be considered in our job selection process.*

SELECTION & SKILLS TESTS: In-person interview only.

ESSENTIAL DUTIES:

Performs a variety of administrative duties in supervising staff and technical duties to maintain pool facilities.

Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.

Works under the supervision of the Assistant Aquatics Director/Aquatics Manager.

Supervises and motivates Lifeguard Shift Supervisors, instructors and lifeguards.

Performs a variety of administrative duties in the planning, development and implementation of instructional, recreation and fitness classes as well as other aquatics programs, sports and special events.

Assists in maintenance and routine pump room duties. Monitors and maintains pool filtration system. Performs pump room duties, including backwash, handling and installation of chemicals as necessary. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

Handles chemicals such as chlorine, celite, CO₂, and muriatic acid.

Completes daily and monthly reports; maintains related records and statistics for various aquatics programs.

Plans and organizes workloads of staff.

Assists in preparing, updating and distributing a variety of brochures, calendars, posters, news releases,

Job #175 – Pool Supervisor

flyers and related communications regarding aquatics programs.

Responds to public inquiries and complaints about aquatics programs.

Teaches Red Cross swimming lessons and aquacise according to a prescribed routine and curriculum.

Handles money and operates cash register; performs bookkeeping duties.

Inventories, plans, and prepares supplies and equipment for classes, programs and special events.

Monitors the use of the swimming pool; enforces safety rules.

Assists in organizing and implementing various aquatics programs.

Operates a motor vehicle to assist in carrying out the business of the department and the City.

Attendance at work is an essential function of the position.

NON-ESSENTIAL DUTIES:

May serve on various employee committees, as required and assigned.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS

This position is subject to the City of Farmington's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing.

Extensive background checks required.

Graduation from a high school or GED equivalent. Three years aquatics experience, or experience sufficient to perform job duties, or any equivalent combination of education and experience.

One year supervisory experience preferred.

Must be a Certified Pool Operator or ability to obtain such within 90 days of employment.

Must be certified in CPR/First Aid/AED or have the ability to obtain such within the first year of employment.

Must be currently certified as an American Red Cross Lifeguard, or be able to obtain this certification within six (6) months.

Valid New Mexico driver's license with acceptable driving record for the past three years or state of current residency.

Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.

Ability to effectively teach swimming lessons; ability to effectively enforce safety and health regulations relating to an aquatics program.

Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.

Ability to communicate effectively orally; ability to give and understand oral instructions.

Skill and ability to operate tools and equipment listed.

This position has the responsibility to participate in and comply with the City's Environmental, Health, and Safety program.

TOOLS AND EQUIPMENT USED:

Knowledge to include use of small hand tools for minor pool maintenance and plumbing work, safety and rescue equipment, cash register, pool testing equipment, ozonator, telephone, typewriter/computer, handicapped lift, pool vacuum, timing system, janitorial equipment including brooms, mops, squeegees and plungers, motor vehicle.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be physically able to perform all rescue skills, including backboard rescue and deep water lift.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds individually. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER, M/F.