



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT

## POOL SUPERVISOR

**\$14.60 – 15.56/hour, \$2,531 – 2,697/monthly**

FLSA Designation: Non-Exempt  
Established: July, 2016  
Revised: January, 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

**DEPARTMENT / DIVISION** Parks & Recreation

### SUMMARY DESCRIPTION

Under general supervision of the Recreation Programs Supervisor. Pool Supervisors ensure the safety of all patrons of the Discovery Bay Community Center pool by preventing and responding to emergencies. Pool Supervisors duties include but are not limited to enforcing Town of Discovery Bay swimming pool rules, monitoring pool patron conduct and perform emergency rescue and lifesaving techniques, if necessary, and teach swimming classes.

### IDENTIFYING CHARACTERISTICS

Pool Supervisor - Applicants at this level have attained advanced education and experience in a recreation setting. Pool Supervisors are not guaranteed a certain number of work hours, or a routine schedule, and may be terminated with or without cause at any time. Any offer of employment to an adult who will have direct contact with minors is conditional upon passing a drug test and submission of a completed fingerprint screening and satisfactory background check.

### REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Enforce swimming pool rules and regulations, including ensuring orderly conduct by pool patrons.
2. Perform chemical testing, completing all logs and reports.
3. Perform light maintenance such as washing pool deck, vacuuming and scrubbing pool.
4. Keeping the pool area clean of all debris.
5. Encourages observances of required safety precautions.
6. Assist in providing instruction for a variety of swimming classes for all ages and ability levels.
7. Assist swimmers who are in distress and administer a variety of first aid and/or life saving techniques as appropriate.
8. Keep proper written records.
9. Enforce the Town of Discovery Bay departmental policies.
10. Build and maintain positive working relationship with co-workers, other Town employees and public using principals of good customer service.
11. Performs other duties as assigned.

### QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge of:**

Aquatic programming for various age groups. Use and care of lifesaving techniques and equipment used at public swimming pools.

**Ability to:**

Represent the Town in a positive manner. Learn and enforce the Town's swimming pool rules, regulations and policies. Perform lifesaving strokes according to the American Red Cross standards, perform lifesaving and emergency first aid techniques and practices; engage in physical activity. Follow written and oral instructions. Communicate in an effective manner. Exercise courtesy and tact in dealing with pool patrons. Deal with difficult and stressful situations in a calm and professional manner.

**EDUCATION AND EXPERIENCE:**

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Pool Supervisor - There is no educational requirement for this level. Equivalent to completion of two years of high school is desirable. Must be 18 years of age or older at the time of hire.

**License:**

Current certifications in American Red Cross Lifeguard, First Aid and CPR/AED for the Professional Rescuer. Water Safety Instructor is desirable.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Employees work outdoors with moderate noise levels. There will be exposure to inclement weather conditions, noise, dust and potentially hazardous materials and chemicals related to swimming pools. Employees may interact with upset public and private representatives to assist in interpreting and enforcing departmental policies and procedures. Must be willing to work weekdays, evenings, weekends, and holidays and to fulfill their job duties throughout the entire season. (May – September)

**Physical:** On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and instructions. Observe, identify, and report operational problems. On an intermittent basis, sit in lifeguard station for long periods of time; stand, walk, and bend while monitoring various swimming techniques; perform simple grasping and fine manipulation; and lift or carry weight of 50 pounds or less.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**Note:** All employees of the Town of Discovery Bay Community Services District are designated by state law to be "Disaster Service Workers." In the event of a declared emergency or any undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.