

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Aquatic and Fitness Center Supervisor
DEPARTMENT: Recreation
REPORTS TO: Assistant Director – Recreation Facilities

SALARY GRADE: 18
FLSA STATUS: E
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Responsible for the coordination, planning and overall organization and operation of all City aquatic and fitness facilities.

ESSENTIAL JOB FUNCTIONS:

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Responsible for facility maintenance, building supervision and record keeping for the Aquatic and Fitness Center including practicing emergency action plan, inspecting pool and spa filtration system, reviewing chemical balance of water, and reviewing chemical data records for pools.

Serves as a community liaison and customer service representative to citizens and guests of the facility. Greets visitors to the Aquatic and Fitness Center, explains rules, activity registrations and operations and enforces rules and regulations, handles complaints and inquiries.

Interacts with a variety of high level individuals, both internally and within the community, to provide information, disseminate departmental information and assist in resolving administrative issues.

Assists in the annual departmental budget preparation. Prepares budget and cost estimates relative to the operation of the aquatic and fitness center facilities.

Actively monitors activities, lessons and group programs for all free and paying patrons.

Review and analyze facility operations including effectiveness in patron services and use, and cost-revenue data. Direct and supervise the collection of all fees, preparation of daily records of receipts and deposits in accordance with City policy.

Investigate public complaints regarding the operation of the facilities and their programs.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

Monitor expenditures and approve requisitions for supplies and equipment for submittal to the Recreation Director.

Assemble and maintain pertinent operating data relating to the facilities and prepare reports as required.

IMPORTANT JOB FUNCTIONS:

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computerized Cash Register
Pool Vacuums
Automated External Defibrillator
CPR Training Equipment

Recirculation Systems
Cleaning Equipment
Rescue Equipment
General Office Equipment

Pool Chemical Feeders
Standard Pool Equipment
Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in Recreation and Park Administration, or a related field; and,

Four to five years of progressively responsible experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Prince George's County Pool Operator's License

American Red Cross Lifeguard Training Instructor and First Aid Certification

American Red Cross CPR and AED for the Professional Rescuer

AED Instructor (Professional Rescuer and Lay Person)

American Red Cross Water Safety Instructor

Preventative Disease Transmission Instructor

NRPA Aquatic Facility Operator (AFO) Certification preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Knowledge of the operation of aquatic and fitness facilities; including sanitation, maintenance and safety.

Financial operations and record keeping.

Recreational interests and needs in the community and ability to design programs relevant to these needs.

All computer software applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

Skill in:

Budget development and management.

Recruiting, training and supervising staff.

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job (e.g., pool and spa filtration system, chemical controllers, etc.).

Mental and Physical Abilities:

Ability to research and provide recommendations on facility use, equipment and management/operations.

Ability to instruct, supervise and evaluate personnel in the performance of their duties.

Ability to work independently.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; reach with hands and arms; climb stairs; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; lift and/or move up to 50-75 pounds.

Working Conditions:

Work is performed in an office and outdoors exposing the employee to various outside atmospheric conditions as well as working around hazardous materials such as acid, chlorine, HTH, etc.

The incumbent's working conditions are typically moderately quiet to loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.