



POSITION DESCRIPTION

POSITION TITLE: Pool Supervisor

DEPARTMENT: Recreation

SALARY GROUP:

Casual Wage Grid

GENERAL SUPERVISOR: Manager of Recreation & Facilities

Pool Programs

POSITIONS SUPERVISED: Head Guard, Instructor Guards

POSITION SUMMARY:

This position is responsible for all employees of the facility and will provide adequate training and supervision. To ensure a safe and healthy environment is maintained for all employees and patrons. To promote programs at the pool that will ensure a fun and enjoyable summer.

PRINCIPAL RESPONSIBILITIES:

- 1) Must be at the pool ready to begin your shift 15 minutes before the pool opens.
- 2) To organize and conduct all duties required in the programming, registration and supervision of all aquatic programs. This includes collecting fees according to the fee schedule adopted and submitting the monies and reports to the Municipality of South Bruce Clerk's Office in Teeswater.
- 3) Assist in the development of and enforce the policies and procedures of the Municipality and in accordance with all Provincial Health and Safety Regulations.
- 4) Assist in the pool opening procedures to ensure the facility is ready for opening.
- 5) Assist and direct staff regarding the pool closing procedures to ensure the facility is in good operating order and can be closed.
- 6) Prepare monthly reports for the Recreation and Facilities Manager and present details of any problems or concerns that may arise.
- 7) Prepare reports and schedules required for the efficient operation of the Pool and Staff. This includes scheduling and assigning work duties for pool staff.
- 8) Supervise pool staff and participate in disciplinary action, if necessary. This includes completing staff evaluations, approving and submitting employee time sheets to the Recreation and Facilities Manager in accordance with the Employment Standards Act, 2000.
- 9) Plan and organize lessons and programs for all levels and obtain approval from the Recreation and Facilities Manager for any new programs.
- 10) Maintain all records according to the Provincial Health Regulations and policies of the committee. Submit copies of records to the Recreation and Facilities Manager to review. Reports will be submitted and kept on file at the Municipal Office in Teeswater.
- 11) Control the collection and processing of registrations and admissions and submit regular deposits (at least weekly), with a statement of revenues to the Municipal Office.

- 12) Maintain an inventory of supplies and equipment and submit requisitions to the Recreation and Facilities Manager. Authority to purchase supplies under \$250 is granted as long as the purchases stay within the appropriate budgeted amounts.
- 13) Be responsible for implementing emergency procedures for any emergency situations. Submit incident reports for any emergency procedure.
- 14) Ensure that all staff is familiar with the procedures and in submitting an incident report.
- 15) Be responsible for the completion of all records and reports required for the operation and safety of the pool and participants.

- 16) Instruct approved "Red Cross Swim" programs and other swimming programs as may be required and approved by the committee, and be properly prepared for instructional classes according to the prepared schedule.
- 17) Instruct and educate all users of the pool concerning the "Rules of the Pool" and ensure of their observance.
- 18) Responsible for the maintenance and cleanliness of the pool deck, pool tank, change rooms, office, all washrooms, all related equipment and adjacent areas of the pool.
- 19) Maintain adequate records including:
 - a) Progress reports – to include list of students and levels achieved
 - b) Test sheets
 - c) Lesson plans
 - d) Attendance
 - e) Accident reports
 - f) Incident reports
 - g) Other forms as required
- 20) Maintain safety procedures and standards according to all health and safety regulations and report any concerns regarding safety to the Recreation and Facilities Manager.
- 21) Respond effectively to all emergency situations in the pool area and be thoroughly familiar with emergency procedures.
- 22) While on duty, each lifeguard will wear a **proper one piece aquatic** uniform that will make them easily identifiable. Each lifeguard will ensure that they also carry a whistle and a properly equipped fanny pack when on duty.
 - a) Ref: Reg 565, s.17.5 The purpose of the lifeguard uniform is to make the lifeguard stand out so they are readily distinguished from bathers and spectators and can be quickly spotted in case of an emergency or when assistance is required.
- 23) Assist in the implementation of events, such as swim meets, special events, registrations, etc.
- 24) Perform basic First Aid/CPR and Aquatic First Aid, when necessary.
- 25) Assist and record results with required water chemical testing, water temperature and be aware of the pool condition and pool tank. Ensure that chemical tests are done and recorded as required.
- 26) Deal with the public and staff complaints and requests in pleasant and efficient manner in order to maintain a good public image for the facility. Any unresolved issues or situations shall be reported to the Recreation and Facilities Manager.
- 27) Provide for the training of all pool staff in order to ensure all maintenance and emergency procedures including a monthly mock situation, all health and safety and WHMIS regulations are followed.
- 28) Restrict the use of, or close the facility, when a fouling occurs or when any unsafe or dangerous conditions exist.
- 29) Perform all other duties that may be assigned by the Recreation and Facilities Manager.

- 30) To ensure that the following equipment is available for the season when the pool opens:

EQUIPMENT:

- One 12 foot reaching pole (electrically insulated or non-conducting)

- Two buoyant throwing aids securely attached to a 6 millimetre (.25 inch) diameter rope (the rope being one-half the width of the pool plus 3 metres (10 feet) or longer)
- A spine board for moving a person who has a spinal injury
- Enough equipment for instruction of lessons (ie flutter boards, life jackets as per requirements of health and safety)
- Tot dock in working condition

Reference: reg. 565, s.20.1.a-d

FIRST AID KIT:

- A current copy of the Lifesaving Society's Canadian Lifesaving Manual, St John Ambulance or the Canadian Red Cross Society First Aid Manual
- 12 Safety Pins
- 24 Adhesive Dressings, individually wrapped
- 12 Sterile Gauze Pads, each 75 millimetres (3 inches) square
- 4 rolls of 50 millimetre gauze (2 inch) bandages
- 4 rolls of 100 millimetre gauze (4 inch) bandages
- 4 sterile surgical pads suitable for pressure dressings, individually wrapped
- 6 triangular bandages
- 2 rolls of splint padding
- 1 roll up splint

Reference: reg.565, s.20.1.d.i-x

QUALIFICATIONS (RECOMMENDED):

1. Must be 18 years of age or older.
2. Current Lifesavers Certificate.
3. Current National Lifeguard Certificate.
4. At least 1 year experience as an Instructor/Lifeguard (Preferably at one of our Pools).
5. Basic knowledge of Pool Operations and Maintenance, Pool Health Regulations.
6. Current First Aid Award or equivalent.
7. Hold a current First Aid/CPR certificate.
8. Current police security check.

CONDITIONS OF EMPLOYMENT: To be able to handle the stress of dealing with the public and children. Hours of work are for the summer months only and vary depending on the program(s). The program is run outdoors and the weather may contribute to the condition of your employment. As an employee, you must submit to a police background check at your own expense. To attend all training sessions as required by the Municipality. Wear all required personal protective equipment (PPE) as required when handling chemicals.

Prepared By: LC
Effective Date: January 2017

Approved By: