



MUNICIPALITY OF  
**South Bruce**

## **Summer Aquatic Supervisor**

The Municipality of South Bruce is seeking to fill 2 positions in the role of Summer Pool Supervisor. This position is responsible for all summer pool staff and will provide adequate training and supervision. The Pool Supervisor will ensure a safe and healthy environment is maintained for all employees and patrons. Promoting programs at the pool that will ensure a fun and enjoyable summer.

Hours of work are a maximum of 40 hours per week. Hours may vary. Monday – Friday 8:00am - 5:30pm for the months of July and August 2024.

Interested candidates are invited to apply by submitting their resume with cover letter **by 12:00pm Noon on February 20, 2026**, to:

Municipality of South Bruce  
Attn: Laura Kennedy  
21 Gordon St E.P.O Box 540  
Teeswater, Ontario N0G 2S0  
Email: lkennedy@southbruce.ca

*We thank all applicants who apply, however, only those considered for an interview will be acknowledged. The Municipality of South Bruce is an Equal Opportunity Employer. Information obtained during this recruitment process is collected for candidate selection only and is protected by the Municipal Freedom of Information Act. In accordance with Accessibility for Ontarians with Disabilities Act. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you are contacted for a job opportunity, please advise the Human Resources Assistant of any accommodation needed to ensure you have access to a fair and equitable process. Any information received relating to accommodation will be addressed confidentially.*



MUNICIPALITY OF  
**South Bruce**

---

## **POSITION DESCRIPTION**

POSITION TITLE: **Aquatic Supervisor**

DEPARTMENT: Recreation

SALARY GROUP:  
Casual Wage Grid Pools Program

GENERAL SUPERVISOR: Recreation Programmer

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. Responsibilities are performed in accordance with departmental policies and procedures.

### **PRINCIPAL RESPONSIBILITIES:**

- 1) Must be at the pool ready to begin your shift 15 minutes before the pool opens wearing proper aquatic uniform (pinny, bathing suit, whistle, fanny pack and hat). Street clothes are not permitted to be worn during your shift.
  - a) Ref: R.R.O. 1990, Reg. 565, s. 17 (5). Lifeguards and assistant lifeguards shall be so attired that they are readily identifiable.
- 2) Attend and actively participate in staff meetings, staff training, and perform all skills at the N.L. standard.
  - a) Plan, lead and implement weekly staff training in July and August.
- 3) Instruct and prepare lesson/program plans for approved Lifesaving Society Swim for Life programs and other swimming programs including Aquafit, Personal Best Swim Team, special theme days, special events (Canada Day, Longest Day of Play, etc.) and other programming as required.
  - a) All lifeguards are required to be in the water when instructing or assisting swimming lessons.
  - b) Prepare mid-session and progress report cards for all swimming lesson participants. Review staff's progress reports prior to the end of lessons.
  - c) Schedule staff appropriately for all swim lessons.
  - d) Obtain approval of new programs from the Recreation Programmer
- 4) Instruct and educate all users of the pool concerning the Admission Policy and "Rules of the Pool" and ensure of their observance.
- 5) Responsible for completing and overseeing the maintenance and cleanliness of the pool deck, pool tank, change rooms, office, all washrooms, bulletin boards, all related equipment and adjacent areas of the pool.
  - a) Changeroom and washroom checks are to be completed at the end of each guard rotation, prior to coming back to the guard office.
  - b) Is responsible for assisting and delegating deck clean up at the end of each shift.

- 6) Responsible for the following pool maintenance:
  - a) Backwashing
  - b) Adding pool chemicals
  - c) Filter pressure, Chem-trol and gauge readings
  - d) Adding make-up water
  - e) Ordering chlorine and keeping an inventory of chemicals for maintenance purposes
  - f) Preparing pumps for vacuum
  - g) Filling acid bins
- 7) Administer First Aid/CPR and Aquatic First Aid and respond/lead emergency/safety procedures when necessary
  - a) Submit incident/accident reports to the Recreation Programmer
  - b) Ensure that all staff are familiar with the procedures and in submitting an incident report.
- 8) Prepare and maintain adequate records according to the Provincial Health Regulations and submit copies of records to the Recreation Programmer to review. including:
  - a) Progress reports
  - b) Test sheets– to include list of students and levels achieved
  - c) Lesson plans
  - d) Attendance
  - e) Accident reports
  - f) Incident reports
  - g) Pool Logbooks
  - h) Daily Cash Sheets
  - i) Staff Performance Reviews
  - j) Other forms as required
- 9) Ensure all qualifications remain current
- 10) Complete and record results from water chemical testing, water temperature, pump room checks and be aware of pool condition and pool tank
  - a) Ensure that chemical tests are complete every two hours and 30 minutes prior to pool opening.
- 11) Assists and directs staff in the daily opening/closing procedures for the pool, ensuring the building is secure while unattended
  - a) Submit daily cash sheets at the end of each day to the Municipal Administration Office.
- 12) Prepare year-end report for the Recreation Programmer and the Recreation and Facilities Manager.
  - a) Present any problems or concerns that may arise as well as recommendations for future programming or facility needs.
- 13) Prepare reports and schedules required for the efficient operation of the Pool and Staff. This includes scheduling and assigning work duties for pool staff.
- 14) Supervise pool staff and participate in disciplinary action, if necessary. This includes completing staff evaluations, approving and submitting employee time sheets to the Recreation Programmer in accordance with the Employment Standards Act, 2000.
- 15) Restrict the use of, or close the facility, when a fouling occurs or when any unsafe or dangerous conditions exist.
- 16) Address public and staff complaints and requests in a 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. Work cooperatively with your team to provide an enjoyable swimming experience.
- 17) Assist in the seasonal opening and closing of the pools, including but not limited to:
  - a) pressure washing
  - b) painting

- c) cleaning tarps/waterbags
- 18) 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.
  - 19) Assist in the development of and enforce the policies and procedures of the Municipality and in accordance with all Provincial Health and Safety Regulations.
  - 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) Perform all other duties that may be assigned by the Recreation Programmer or Recreation and Facilities Manager.
  - 22) 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-millimeter (.25 inch) diameter rope (the rope being one-half the width of the pool plus 3 meters (10 feet) or longer)
- A spine board for moving a person who has a spinal injury
- Enough equipment for instruction of lessons (i.e., 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 millimeters (3 inches) square
- 4 rolls of 50 millimeters gauze (2 inch) bandages
- 4 rolls of 100 millimeters 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 (REQUIRED):**

- Must have previous supervisory experience in an Aquatic setting, South Bruce Pools preferred.
- Must hold current certification in the following Lifesaving Society awards:
  - National Lifeguard (NL) Award (Lifesaving Society)
  - Lifesaving Society Swim Instructor certification.
  - Standard First Aid & CPR -C with AED certificate
  - HighFive Principles of Healthy Child Development
- Basic knowledge of Pool Operations and Maintenance, Pool Health Regulations. (Regulation 565)
- Current Vulnerable Sector check.
- Flexibility regarding assigned hours of work, including early mornings, days, evenings and weekends.

**QUALIFICATIONS (RECOMMENDED)**

- Lifesaving Instructor Certificate
- Aquatic Supervisor Certificate
- Pool Operator 1 and Pool Operator 2 Certificate

**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 Vulnerable Sector 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 2026  
Reviewed Date: January 2026

Approved By: LM