REVISED: MARCH 2012 JOB CODE: RECRE11

UNIT: UTECH

AQUATICS TECHNICIAN – POOL

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

DEFINITION

Under general supervision, assists in planning, coordinating, and directing aquatic program activities and operations at City swimming pools; assists in the development of policies and procedures; provides primary and secondary lifeguard duties; provides functional supervision and training to seasonal lifeguard staff; performs facility inspections and assists in overseeing routine pool maintenance; supervises the collection of pool fees and makes bank deposits; and performs related duties as assigned.

CLASS CHARACTERISTICS

Incumbents in this class exercise functional supervision over subordinate staff. Incumbents must have specialized knowledge related to the area of assignment. General supervision is received from and the work is reviewed by the Aquatics Supervisor.

EXAMPLES OF DUTIES – Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

Leads and participates in the implementation of aquatic programs; assists in the assignment, and functional supervision of subordinate staff; trains and instructs new and less experienced employees in proper work methods, tools, equipment and safety precautions; may have input on employee evaluations; ensures safety of pool areas; maintains an awareness of the hazards associated with the aquatic environment to which assigned, informs the public in an appropriate manner of these hazards and how to avoid them; provides primary or secondary lifeguard duties to include swimming instruction; rescues persons in distress or persons who are in danger of drowning; administers medical aid and performs cardiopulmonary resuscitation; responds to complaints and inquiries from the general public; enforces or informs the public regarding rules, regulations, codes, laws and other applicable restrictions; participates in the maintenance and upkeep of equipment and facilities; updates and prepares logs, documents and reports; oversees the collection and accounting of daily cash receipts; makes bank deposits; completes cash reports; builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service; and performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an aquatics program.

CITY OF OCEANSIDE Aquatics Technician (Continued)

- Methods and techniques of swimming and lifeguarding.
- Principles and practices of lifeguarding.
- Methods and techniques of C.P.R. and first aid.
- Principles of supervision and training.
- Principles and practices of public relations.
- Cash collection, record-keeping and reporting.
- English usage, spelling, grammar and punctuation.
- Computer equipment and software applications related to assignment.

Ability to:

- Maintain good physical fitness and agility; swim with proficiency and endurance.
- Assist in training and supervising the activities of lifeguard staff.
- Interpret and explain aquatics program policies and procedures.
- Analyze situations and adopt a quick, effective course of action.
- Administer first aid and C.P.R. as necessary.
- Swim with endurance and proficiency at a level necessary to perform assigned duties
- Enforce applicable rules, codes, laws and regulations.
- Respond to request and inquires form the general public.
- Communicate clearly, both orally and in writing.
- Prepare clear and concise reports.
- Operate vehicles, vessels and/or equipment as appropriate.
- Work various schedules including weekends, evenings, holidays and occasional split shifts as required by the work assignment.
- Operate computer equipment and software applications related to the assignment.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Minimum of three seasons (9 months) of performing increasingly responsible lifeguarding, water safety or swimming instruction experience in at a municipal pool facility or equivalent setting.

<u>Training</u>: Equivalent to the completion of the twelfth grade supplemented by specialized training in lifeguard services, water safety or a related field.

License or Certificate:

- Possession of a valid Class C California Driver's License.
- Possession of an appropriate, valid Emergency Response (ER) certificate.
- Possession of an appropriate, valid C.P.R certificate.
- Possession of an American Red Cross Water Safety Instructor certificate

Within 18 months from date of hire:

- Possession of a Lifeguard Training Instructor certificate
- Possession of Aquatic Facility Operator certificate or equivalent.

Special Requirement: Must be available to work weekends, holidays and a variety of shifts.

WORKING CONDITIONS

Environmental Conditions: Work is performed both outdoors and indoors; the performance of outdoors work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals, and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural and artificial lighting and moderate to high noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

Physical Conditions: Essential functions may require walking, standing, bending, crouching or stooping while supervising class participants; sit at lifeguard tower for long periods of time; intermittently bend, squat, climb, kneel and twist; swim with proficiency and endurance; travel across wet, sloping surfaces; perform life-saving techniques and rescues which would involve bending, stooping, reaching, kneeling, grabbing, and lifting, pulling or carrying a child or adult out of the pool onto the deck; pull, lift and store pool blankets, covers, reels and lane lines weighing up to 60 pounds; write or use keyboard to communicate through written means; perform routine custodial and maintenance tasks; verbal ability to communicate in person and by telephone in emergency and non-emergency situations; must possess ability to read, interpret and write reports; must have sufficient eye sight and hearing to see and communicate across a pool in a noisy environment; see in the normal vision range with or without correction; hear in the normal range with or without correction; must be able to attend meetings at various locations throughout the City; must be able to train, evaluate and supervise staff.