

## POOL SUPERVISOR(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Supervises operations, repairs and maintenance and programs for outdoor swimming pools for the Greenburgh Parks and Recreation Department; assists with the program planning and monitors pool maintenance and repairs for the Fairview-Greenburgh Community Center; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Parks and Recreation and the Pool Director of the Fairview- Greenburgh Community Center, supervises the operations, maintenance and administration of nine outdoor pools for the Greenburgh Parks and Recreation Department. This is a shared position with the Fairview-Greenburgh Community Center which has one indoor pool. Supervision is exercised over lifeguard staff and Pool Technician.

### EXAMPLES OF WORK: (Illustrative Only)

#### When assigned to the Greenburgh Parks & Recreation Department

Plans, coordinates and integrates the operations, program development, maintenance and repairs for nine outdoor pools;

Plans and organizes a comprehensive program of pool activities;

Supervises and coordinates all instructional and competitive swim programs;

Hires, trains, directs and evaluates seasonal lifeguard personnel;

Schedules working hours and monitors staff attendance;

Works with Pool Technician to assess, schedule and oversee maintenance and repair work for pools;

Evaluates and monitors pool programs and operations on a regular basis, in terms of their responsiveness to the public;

Prepares reports and maintains records to comply with departmental, county and other operating requirements;

Prepares paperwork for purchasing and payroll;

Receives and responds to complaints, questions.

EXAMPLES OF WORK: (Illustrative Only) (Continued)

When Assigned to the Fairview-Greenburgh Community Center

Assists the Pool Director in the development and supervision of a comprehensive aquatics program;

Assists in the supervision and coordination of all instructional and competitive swim programs for the indoor pool;

Coordinating in service lifeguard training and evaluates the effectiveness of the program;

Assists with coordinating special events (i.e. swim parties);

Works with the Pool Technician to assess, schedule and oversee maintenance and repair work for pool;

Prepares reports and maintains records as requested.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of swimming pool operations, management and maintenance; good knowledge of planning programs for pools; good knowledge of pool safety regulations; ability to plan, layout and supervise the work of others; ability to deal effectively with staff and pool patrons; ability to prepare accurate written reports; initiative; sound judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree and two (2) years of experience in pool management or supervision; or (b) high school diploma or equivalency and six (6) years experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENTS:

- A) Possession of an American Red Cross Advanced Life Saving Certificate.
- B) Possession of a current American Red Cross Water Safety Instructor Certificate.
- C) Possession of a current certification in National Pool and Waterpark Lifeguard Training (Instructor Level)
- D) Certified Pool Operator (C.P.O.)