


City of Fernandina Beach
Job Description


City Manager's Signature

9/20/18
Date

Title: Aquatics/Greenway Supervisor
Department: Parks and Recreation
FLSA Status: Exempt
Reports to: Director of Parks and Recreation
Salary Grade: 131

Minimum Qualifications

- A. Education and Experience:
Bachelor's degree in Parks and Recreation or a related field. Experience in lifesaving and water safety with five (5) years of supervisory experience required. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:
Valid American Red Cross Lifeguard Certification, valid First Aid and CPR Certification, Water Safety Instructor Certification, and valid driver's license required. Pool Operators License preferred.
- C. Knowledge, Abilities, and Skills:
Excellent oral and written communication skills required. Must have above average physical endurance. Must be able to handle moderate to heavy (up to 75 pounds of force) lifting. Works outside in various weather conditions, with exposure to ultra-violet radiation.

General Description

Responsible supervisory, technical, and administrative work planning and administering the programs and activities of the Aquatics program and Egan's Creek Greenway.

Essential Functions

1. Schedules and assists in the instruction of all aquatic programs and activities including lifeguard training, basic swim courses, snorkeling, educational aquatic trips and CPR.
2. Hires, trains, supervise, and evaluate all aquatic personnel.
3. Prepares staff schedules, reviews and approves time records and leave requests.
4. Prepares and monitors aquatics budget.
5. Prepares and maintains reports and records.
6. Designs, implements and evaluates pool programs.
7. Maintains pool filtration systems and chemicals.
8. Supervises the maintenance of the pool areas and equipment.
9. Assists in the daily operation of the parks and recreation department.
10. Arranges educational programs for the Egans Creek Greenway.

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11. Assists in the monitoring and maintenance of the Egans Creek Greenway and coordinates with agencies and individuals regarding issues relevant to the greenway.
12. Attends and participates in administrative meetings as required.
13. Complies with OSHA Safety and Health rules.
14. Other duties as assigned.

Essential Physical Skills

Acceptable eyesight and hearing (with/without correction), moderate to heavy lifting (30 – 75 pounds), carrying, kneeling, pushing, pulling, walking, sitting, balancing, running, bending, stooping, standing. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

Environmental Conditions

Works inside and outside in various weather conditions, with exposure to ultra-violet radiation.

Key Competencies: Integrity, Initiative, Judgment, Attention to Detail, Interpersonal skills, Communication (oral and written), Safety Awareness.