

FLSA STATUS	Non-exempt	CIVIL SERVICE	No
UNION	Municipal	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Beach	DEPARTMENT NUMBER	445
REPORTS TO (TITLE)	Aquatic Facility Manager	JOB FAMILY	Parks and Recreation
PAY GRADE	2	DATE OF LAST REVIEW	October 2024

<b>NATURE OF WORK</b>
The Program Supervisor is a seasonal, part-time position supervising all aquatics personnel (Lifeguards, Admissions, Concessions) to create and promote a positive, lasting first impression to all guests, and provide accurate information for guest queries while maintaining a friendly, relaxing atmosphere from arrival to the time of departure. The Seasonal Program Supervisor will ensure guest and employee safety while maintaining high safety standards at a rescue-ready level. The Seasonal Program Supervisor demonstrates an important level of customer service for all guests and sets an example for all employees.

<b>DUTIES / RESPONSIBILITIES</b> <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Assists the Aquatic Facility Manager in the hiring, training, evaluation, and disciplinary procedures;
2.	Creates and manages work schedules for all concession employees and admissions;
3.	Implements and follows all regulations regarding safety imposed by the State of Iowa, OSHA, and the City of Ottumwa;
4.	Assists with purchasing proper items necessary for the safe and efficient operation of the Beach Ottumwa;
5.	Supervises the Beach Ottumwa during a variety of hours including evenings and weekends;
6.	Plans and organizes lifeguard certification classes and ongoing required training in compliance with the American Red Cross Lifeguard and CPR programs multiple times a year.

<b>FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:</b>
N/A

<b>SUPERVISORY RESPONSIBILITIES</b>
Evaluates and sign performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of other regular employees.

<b>TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS</b>
High School Diploma or equivalent (G.E.D.)

<b>LICENSING / SPECIAL REQUIREMENTS</b>
Certified Lifeguard by the American Red Cross and certified in First Aid and CPR <ul style="list-style-type: none"> <li>Required within 6 months of appointment</li> </ul>
Certified Lifeguarding Instructor by the American Red Cross <ul style="list-style-type: none"> <li>Required within 6 months of appointment</li> </ul>

**SKILL / ABILITIES REQUIREMENTS**

- Customer service principles;
- Communication skills
- Teamwork
- File organization
- Problem solving

**PHYSICAL REQUIREMENTS**

Positions in this class typically require: balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**WORKING ENVIRONMENT / CONDITIONS**

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Environmental (challenging behaviors, imminent danger, threatening environment)

**CLASSIFICATION HISTORY**

DATE	COMMENT
August 2023	Draft prepared by KG
June 2024	Update Reports to section by BC

**EEOC**

*The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.*

**ACKNOWLEDGEMENT**

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

**NOTE**

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.