

Millard County
Job Description

Title:	Shift Supervisor	Code:
Division:	Swimming Pool	Effective Date: 10/07
Department:	Recreation	Last Revised:

GENERAL PURPOSE

Performs a variety of **routine supervisory duties** as needed to assure the day-to day operations and services of the county swimming pool and racquetball facility. Performs as a shift leader and assumes responsibility for the facility in the absence of the Swimming Pool Manager.

SUPERVISION RECEIVED

Works under the general supervision of the Swimming Pool Manager.

SUPERVISION EXERCISED

May provide close to immediate supervision to Lifeguards.

ESSENTIAL FUNCTIONS

Monitors swimming and recreation facility programs and services; assures proper access to services and processing of patrons; performs as a trouble shooter to resolve problems occurring on shifts.

Monitors facility operations to assure compliance with state and federal operations and safety guidelines; monitors facility safety practices; observes racquetball games to assure compliance with goggle regulations and related safety requirements; monitors pool water quality and chemical balances through sampling and testing; assists to assure overall quality of pool maintenance.

Enforces facility policies and procedures related to patron use, fees, safety, etc.; prepares various forms, attendance records, and reports as required (i.e. accident forms, etc.)

Performs general bookkeeping and accounting as needed to record fiscal activity; records work hours, submits time sheets; prepares shift deposits, deposits and account for the same.

Greets and receives the public; receives payments and fees and admits patrons; operates cash register and accounts for revenues; gives change.

Operates Pro-Shop stand; sells swimwear and equipment; sells racquetball gear and equipment; rents court time; sells memberships and processes paperwork.

Monitors shift personnel work activities to assure quality and efficient performance of duties; reviews work list and approves work performed; performs schedule follow-up as needed to assure arrival of instructors; secures substitute personnel as needed.

Monitors patron activities to assure compliance with facility policies and rules; assures safety guidelines are adhered to; disciplines patrons or ejects patrons from the facility for violations of rules.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school ;

AND

B. One (1) year of experience related to above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of common management practices and procedures; state and federal regulations governing facility and pool structures; water filtration systems; chemical handling; air balancing systems; public health standards related to pool operations; of basic office equipment; interpersonal communication skills.

Ability to establish and maintain effective working relationships with employees, young people, other organizations, and the public, ability to communicate effectively, verbally and in writing; perform basic mathematical computations; demonstrate good judgment and decision making.

3. Special Qualifications:

Must be red cross certified in first aid and CPR. Lifeguard Certification preferred but not required. Those willing to obtain Lifeguard Certification will be considered first.

4. Work Environment:

Incumbent of the position performs in a climate controlled environment. OSHA related hazards may be encountered under controlled conditions. Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing and seeing essential to performance of daily tasks. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)