



EFFECTIVE DATE:
March 2025

AQUATICS SUPERVISOR
DEPARTMENT: PARKS AND RECREATION
JOB CLASSIFICATION: FULL TIME
SAFETY SENSITIVE: YES

TechNet #1149
PAY GRADE 9
[PAY GRADES LINK](#)

GENERAL PURPOSE

Under the general guidance and direction of the FitCity Center Manager, this position supervises facility aquatic staff including full-time aquatics coordinator, Lifeguards, Swim Instructors, Swim Coaches, and Water Aerobics Instructors. Assists with a variety of programs specific to aquatic facilities available at the FitCity Center.

ESSENTIAL FUNCTIONS

- With the FitCity Center Manager - plans, coordinates and directs the aquatic functions of the Recreation Center.
- Ensures life safety for all patrons in the aquatic area.
- Performs various administrative duties, including assisting in the creation and management of budget, financials, strategic planning, program development/evaluations, and employee hiring, training, supervision and performance evaluations. Performs disciplinary actions as needed.
- Develops and implements policies and procedures as needed.
- Oversees all aquatic activity including swim lessons, open swim, hiring, training, and scheduling of lifeguards and swim instructors. Ensures all aquatic staff have the proper training, performs regular (weekly) in-service training
- Resolves customer concerns, troubleshoots, resolves problems, enforces rules and regulations to ensure a safe, high quality, pleasant recreation environment for patrons,
- With facility maintenance, ensures a well maintained and functioning pool and correct balance of chemicals.
- With Operations Supervisor, schedules and oversees various aquatic activities and reservations; including executing the inter-local agreement with Nebo School District regarding high school swim team practices
- Oversees new hire process for lifeguards and swim instructor employees associated with the facility.
- Develops and maintains positive working relationships with schools, Utah County Health Department, and other stakeholders

- May develop advertising, marketing strategies and promotional material for recreation/fitness/aquatics and facilities.
- Must be able to perform the physical demands of the job, including frequently lifting up to 50 pounds without assistance, and up to 150 pounds with assistance and without difficulty.
- Must be able to meet attendance and punctuality requirements for this position including working some nights, weekends, and holidays. Must abide by all city policies and procedures. Must establish and maintain effective working relationships with staff, volunteers, community organizations, members and guests, governmental agencies, contractors and vendors.
- Applicants will be required to submit to a criminal background check and drug test.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

- Education and Experience: Four years of increasing responsibilities in the administration of aquatic programming, including two years of management and supervisory experience. Or any combination of experience and training that would likely provide the required knowledge and ability. Bachelor's degree in relevant coursework preferred.
- Must possess these current Red Cross Certifications:
 - Lifeguard Training (LGT)
 - Water Safety Instructor (WSI)
 - CPR for the Professional Rescuer
 - Lifeguard Instructor (LGI)
- Must have or obtain within 3 months of hire date: Aquatics Facility Operator or Certified Pool Operator certification.
- Necessary Knowledge, Skills, and Abilities: Leadership; ability to supervise and communicate effectively with subordinates and co-workers; develop a highly functioning team and a culture that is consistent with the department. Understanding of policies and procedures. Working knowledge of word processing and spreadsheet programs. Ability to represent the department in a professional manner to the general public. Organizational, marketing, public relations, scheduling and budgeting skills.
- Special Requirements: Valid Utah Driver License.