



Town of Oro Valley Classification Description

Title: **FACILITY SUPERVISOR**

Job Code: 2630

FLSA Status: Non-Exempt

Department: Parks & Recreation

Salary Grade: 100

POSITION SUMMARY:

Under general supervision, participates in and oversees subordinate lifeguarding. Is also responsible for all operations associated with the pump house and pool chemicals. Must work 30 hours a week or what is provided by the Recreation Facility Manager.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises subordinate pool staff and enforces pool rules and regulations.
- B. Ensures the health and safety of employees and patrons.
- C. Provides customer service and answers questions, complaints or concerns.
- D. Responds to emergency situations by performing First Aid, CPR and/or Lifeguard Training Rescues/Techniques.
- E. Maintains cleanliness of pool and facility.
- F. Prepares pool and facility for the opening and/or closing of the day.
- G. Operates and performs preventative maintenance on pool equipment with primary focus on the pump room.
- H. Assures chemicals are stored properly and in their respective feeders.
- I. May assist with ordering chemicals and supplies.
- J. Will need to have working relationships with contractors in case of emergency situations.
- K. Searches for and removes safety hazards.
- L. Maintains records, and reports on daily attendance, maintenance, cash receipts, and prepares and verifies cash register amounts.
- M. Performs routine water tests and makes necessary adjustments to pool chemicals.
- N. Must complete and maintain vigilance awareness training standards.
- O. Duties may include seasonal maintenance work such as heavy cleaning, operating hand power tools, painting, light landscaping and operating small machinery.
- P. Regular, daily attendance is an essential function for this position.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Town and Department policies and procedures.
- Knowledge of pool maintenance and operation techniques.
- Knowledge of customer service practices and techniques.

- Knowledge of occupational health and safety regulations and procedures.
- Skill in responding to emergency situations including safely rescuing drowning victims and administering CPR and First Aid.
- Skill in effective verbal and written communication.
- Skill in planning and implementing department and swimming pool practices and procedures.
- Skill in effectively supervising assigned pool staff.
- Skill in resolving customer complaints and concerns.

MINIMUM QUALIFICATIONS:

- A high school diploma or equivalent.
- One (1) year experience as a Lifeguard; OR an equivalent combination of education and experience.
- Must possess at time of application and maintain Lifeguard Training, First Aid, Cardiopulmonary Resuscitation and Automated External Defibrillation certifications.
- Lifeguard Training Instructor and Oxygen Administration certification preferred.
- Must obtain, within 90 days of hire, associated safety certifications related to the pump house operations.
- Successfully complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.
- Frequent exposure to chemical hazards including calcium hypochlorite and muriatic acid.
- Occasional exposure to mechanical and or electrical hazards associated with pool operational equipment.
- Frequent exposure to noise and vibration relating to pool operational equipment.
- Seasonal exposure to wetness/humidity as well as extreme temperatures.