



## **PARKS AND RECREATION – POOL ASSISTANT AQUATIC SUPERVISOR**

The City of Newport is currently recruiting for reliable, dependable and motivated individuals to fill the position of Assistant Aquatic Supervisor at our Parks and Recreation Pool facility. This is a non-exempt position with a salary range of \$3,047 - \$4,012/month. Placement in the salary range will be based on skills, training, and experience.

Must be available to work a varied work schedule, including some weekends, early mornings and evenings.

This position will provide a high quality, customer service oriented aquatics experience for pool patrons. Supervise and evaluate the work of Aquatic Center staff. Train employees in their areas of work, including policies, rules and regulations governing pool facilities, lifeguard responsibilities, cleaning and water testing duties. Oversee daily operations of the Aquatic Center, including facility maintenance, water quality, staff scheduling, assignments, fee collection, deposits, activity registration, rentals, and plan and coordinate special events, programs and classes.

### ***MINIMUM QUALIFICATIONS***

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school diploma or equivalency AND three years related experience. Minimum of one-year supervisory experience.

**KNOWLEDGE:** Knowledge of principles, terminology, techniques, methods, supplies and equipment, basic rules and skills involved in a variety of aquatic/lifeguard programs. Knowledge of techniques in supervising various aquatic/lifeguard and other recreational activities. Knowledge of the philosophy, and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific programs.

**SKILLS:** Skill in the use of personal computers, various related software programs, standard office equipment, swimming pool equipment, and parks and recreation equipment.

**ABILITIES:** Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to effectively lead staff, establish and maintain effective working relationships with employees and City officials. Ability to instruct and supervise aquatic and other recreation programs efficiently. Ability to communicate effectively, both orally and in writing, with individuals and groups. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

### ***SPECIAL REQUIREMENTS:***

CPR/First Aid. Lifeguard and Lifeguard Instructor

WSI. First Aid and First Aid Instructor. - Prefer Starfish Institute/Starguard certifications

CPO or AFO, or be able to obtain within 3 months of hire

## **PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, climb, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires the employee to sit for extended periods of time. The position requires the employee to remain focused and attentive for extended periods of time. The position requires mobility including the ability to frequently lift or move materials up to five pounds, occasionally lift materials up to 50 pounds, and rarely lift or move materials more than 100 pounds. Manual dexterity, strength and coordination are required to operate equipment such as AED's, water rescue backboards, rescue equipment, lane lines, pool lifts, rope swing, pool vacuums, computers, keyboards, telephones, standard office equipment, and recreational equipment. The position requires the employee to climb up a ladder of approx. 6 feet to reach the position in the higher lifeguard stations. The position requires the mobility to interact with and use parks and recreation equipment. The position risks harm from physical hazards, including chemicals, fumes, wet and slippery surfaces, and swimming pools.

**TO APPLY:** City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [b.james@newportoregon.gov](mailto:b.james@newportoregon.gov).

The position is open until 5:00pm August 24, 2016.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.