



## **TOWN OF LINCOLN**

Middlesex County...Massachusetts  
PARKS & RECREATION DEPARTMENT

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# **Town of Lincoln – Parks & Recreation Department**

## **Codman Pool**

### ***Supervisor***

#### **GENERAL DESCRIPTION**

The Codman Pool Supervisor employed by the Town of Lincoln Parks & Recreation Department is responsible for the health, safety and welfare of those using the Codman Pool. A Supervisor's major responsibility is to assist the Pool Director in the daily pool operations; supervising Lifeguard, WSI and Gate Staff. A Supervisor must enforce regulations, prevent accidents and respond to emergencies at the Codman Pool.

#### **SUPERVISION**

This position comes under the direct supervision of the Pool Director or the Parks & Recreation Director of the Town of Lincoln Parks & Recreation Department. A Supervisor is responsible for following and carrying out all of the workplace expectations and policies of the Lincoln Parks & Recreation Department.

#### **RESPONSIBILITIES**

- Supervise staff, the pool areas and all persons using the pool facilities
- Enforce safety rules and regulations
- Supervise daily Camp and Public Swim lessons
- Ensure that swimming pool safety, chemical & health standards are maintained through daily testing procedures.
- Implement Emergency Action Plan as designed by the Lincoln Parks & Recreation Department
- Supervise, support, and participate in in-service trainings
- Rotate in as Lifeguard or WSI as needed
- Assist in training and overseeing Gate Staff
- Ensure all necessary daily operations tasks are completed
- Assist with evaluations for all staff members as needed
- Perform other duties assigned by the Pool Director

#### **EXPECTATIONS**

- Adhere to Lincoln Parks & Recreation Department expectations encompassing communication, working relations, job reliability, initiative, safety and supervision

- To serve as an ambassador of the Parks & Recreation Department and engage with the public in a respectful, professional and positive manner
- Present professional appearance wearing proper attire (Supervisor shirt, lifeguard swim suit and whistle) positive attitude at all times, while maintaining a consistent high standard of customer service
- Motivate, manage, and support all Lifeguards, WSIs and Gate Staff
- Respond to public inquiries, comments and complaints about the Codman Pool
- Recommend purchases to the Pool Director (e.g. equipment, materials, first aid supplies, etc.)
- Maintain a high fitness level (strength and endurance) by swimming regularly
- Must be able to lift and carry pool supplies
- Assist Pool Director with staff scheduling
- Maintain timesheet and support director in managing staff schedules
- Be consistent and fair
- Ability to work in extreme heat/weather

#### **QUALIFICATIONS**

- Applicant must be at least 18 years old
- High school graduate or GED equivalent is required
- American Red Cross Certified
- American Red Cross First Aid and CPR for the Professional Rescuer
- Three years aquatic experience

#### **SKILLS**

- Thorough knowledge and application of lifeguard and rescue techniques, patron surveillance, emergency preparation, and spinal management
- Knowledge of water hazards, lifesaving techniques and first aid, recognize hazardous situations and adopt effective courses of action
- Ability to establish and maintain effective working relationships with employees, supervisors, participants and the general public.
- Effective communication and decision-making skills
- Team leadership and management skills
- Ability to react calmly and effectively in emergency situations
- Mobility and the ability to sit, kneel, stand, stoop, communicate, reach and manipulate objects
- Ability to pass pre-employment physical & rescue skills evaluation

#### **RATE OF PAY**

\$19.50/hr