

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – DISTRICT OPERATIONS – LOCATION – DISTRICT 2)

AQUATICS SUPERVISOR – CUPE 1041

SUMMARY OF DUTIES

Reporting to the Manager, District Recreation Operations, the Aquatics Supervisor is responsible for the planning, implementing and evaluating of aquatic programs and recreation services using a best practices approach within designated program areas for a community. Receives and reviews, interprets and implements operational policies and procedures pertaining to corporate, provincial and national regulations for operation of facilities and programs. Develops and delivers a wide range programming either directly or in collaboration with program development staff and the community that enhance the health, fitness and well-being of participants (children, youth, adults and older adults, special populations and community groups). Responds to internal and external inquiries related to programs and services.

GENERAL DUTIES

Participates in interviewing, hiring of personnel; undertakes orientation, training, scheduling, disciplining, performance evaluations, union matters and confidential employee issues.

Provides public relations through verbal and written communication, liaises with various community groups, stakeholders and members of the public. Conducts presentations to various user groups, internal teams and others.

Provides direction, leadership and coordination of team workplans, motivates and encourages staff to achieve high levels of performance and productivity; fosters a work environment which supports customer service, innovation and quality of service.

Prepares and monitors annual budget for program area of responsibility; prepares various monthly and quarterly reports for approved budget as required. Identifies budget impacts, works within budget and monitors program revenue

Liaises with the community and the facility and capital planning team regarding facility maintenance and operational concerns. Reports facility maintenance concerns immediately and take appropriate action, taking into consideration staff and public safety.

Communicates with a multi-disciplinary team in regards to program and community development and participates on working committees to establish efficient business support practices

Evaluates programs using a cost benefit analysis and ensures program delivery is completed according to policy. Understands industry best practice and ensure programs are aligned with community and corporate needs and objectives.

Inspects and monitors programs, services, staff, and facility on a regular basis to evaluate quality and efficiency of operations, systems and compliance with operational and program standards.

Required to work regularly scheduled evenings and weekends based on facilities operations, public utilization and program delivery.

Advocates departmental and division strategies and reflects a commitment to customers and stakeholders.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and

Safety legislation and all City of Hamilton department and corporate policies and procedures. Ensures that appropriate action is followed for those employees who do not work in compliance with legislations, policies and procedures.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. A University Degree or Community College Diploma in Recreation, Leisure Services, Health, Kinesiology, Physical Education or Facility Management and / or equivalent combination of related qualifications and related work experience.
2. Previous experience related to duties listed above normally acquired through a combination of education and work-related experience in the recreation field.
3. Holds and maintains current certifications:
 - a. National Lifeguard – Pool
 - b. Lifesaving Instructor and Swim Instructor
 - c. Standard First Aid with CPR - C
 - d. Lifesaving Standard First Aid Instructor
 - e. National Lifeguard Instructor
 - f. Aquatic Supervisor
 - g. One other aquatic certification at the Instructor Level or higher or an Aquatic Fitness Certification
 - h. Pool Operator – Level 1
4. Demonstrated supervisory, coaching, leadership and team-building skills along with demonstrated decision-making and problem solving skills dealing with challenging situations.
5. A customer service oriented individual with excellent public relations, report writing and presentation skills and demonstrates the ability to lead and participate on diverse teams.
6. Knowledge of the relevant applications of the National, Provincial and Municipal Building Codes and practices, the Employee Standards Act, W.H.M.I.S., union agreements, the Municipal Act, the Ontario Fire Marshall's Regulations, the Insurance Advisory Council Regulations, CSA Standards, Forms of Agreement, the Canadian Standard Form of Construction Document, The Occupational Health and Safety Act, The Operating Engineers Act, Amusement Act and Ontario Disabilities Act. Demonstrated knowledge of the Health and Safety Act and applicable regulations as it relates to the position. Knowledge of the Employment Standards Act and union agreements.
7. Experience in a computerized environment. Working knowledge of Legend, Word, Excel, Microsoft Outlook, and database software.
8. Must possess a Class "G" Driver's Licence valid in the Province of Ontario and be able to maintain same.
9. Provision of a vehicle for use on the job.
10. High Five Principles of Healthy Child Development Certification Considered an Asset.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.
