

**Pool Supervisor**  
**Full-Time Permanent Position**

This position provides front line leadership to ensure a safe and secure aquatic environment for all users. The incumbent supervises day-to-day operations; performs professional duties to ensure effective service delivery; and assists in training, scheduling, and appraising lifeguards. The Pool Supervisor is also responsible for leadership in emergency situations and works with the Aquatic Services Coordinator to develop initiatives that encourage participation in aquatics in Lac La Biche County.

**Responsibilities:**

**Pool Operations & Safety Management**

- Completes advanced daily pool operations duties including, but not limited to; backwashing of filtration systems, balancing pool chemistry and troubleshooting equipment problems;
- Engages in daily, weekly, and monthly preventative equipment and facility maintenance;
- Assists in planning annual pool shutdown; creating detailed task lists, researching and sourcing products, placing orders, etc.
- Works collaboratively with Facilities department to direct aspects of daily pool operations including facility maintenance and custodial operations in absence of Aquatics Services Coordinator;
- Upholds patron and employee compliance with Occupational Health & Safety and Alberta Health Regulations;
- Meets with health inspector when on-site conducting pool inspections;

**Staff Management & Training**

- Assists with developing and implementing staff in-services, identifying staff skill deficiencies as observed in day-to-day operations and completes administrative follow-up and reports as required;
- Assists with staff hiring, training and scheduling;
- Instructs and mentors lifeguards in pool operations and maintenance duties using established training checklists, reference manuals, and competency forms;
- Assists in ensuring all staff certifications are current and meets standards and that appropriate remedial training is organized internally; prepares assignments and conducts advanced training;
- Provides feedback and informal reviews to staff regarding job performance, as required;

**Lifeguarding & Instructing**

- Supports facility programming and operations during daytime, evening, and weekend hours by accommodating and adjusting schedule as required based on facility operational needs;
- Performs duties of lifeguard, instructor, customer service representative, and pool operator daily as required;

### **Aquatic Programming**

- Responsible for website maintenance and social media for pool; assists recreation department with related website duties, as required;
- Responsible for creating quarterly swimming lesson program guide and public swim schedules;
- Works in collaboration with the Communications department do develop strategies to increase Portage Pool profile in the community;
- Develops and implements outreach strategies to stimulate youth involvement in aquatics and advocate for greater water safety awareness and drowning prevention;

### **Administrative Duties**

- Reviews incident and accident reports for completeness and accuracy; filing; maintains statistical data; conducts research on industry standards and practices;
- Collaborates with other departments on mutually beneficial projects and events;
- Engages in multiple professional development and networking opportunities to keep current with changing trends and new technologies within aquatics and recreation industries;
- Delivers prompt, courteous customer service to all facility users;
- Other duties as assigned by Aquatic Coordinator, Manager of Recreation or designate;

### **Qualifications:**

- Degree or diploma in recreation, kinesiology or a related field is preferred (combination of education and direct work experience may also be considered)
- Minimum 3 years working in aquatics
- Minimum 1 year working in a supervisor capacity
- Lifesaving Society National Lifeguard Certificate (NLS)
- Standard First Aid & CPR-C/AED (Instructor is an asset)
- Red Cross Water Safety Instructor & Lifesaving Society Advanced Instructor (Instructor Trainer is an asset)
- Certified Pool Operator certification
- Thorough knowledge of pool chemistry and of pool operations & Alberta Health Regulations (Pool) and Alberta Employment Standards
- Knowledge of municipal government and administration of public recreation facilities
- Knowledge of booking/recreation software (CLASS, Activenet, MaxGalaxy, BookKing, etc.)
- Demonstrated organizational and planning skills, ability to adapt to constant change
- Demonstrated ability to work well independently and as part of a team and with limited direction and/or supervision
- Strong leadership strong problem-solving skills
- Strong written and verbal communication skills
- Ability to work well with external customers, facility users, volunteers, off-site staff, etc. of all ages, backgrounds, and abilities
- Proficient computer skills (word processing, spreadsheets, email, internet)
- Class 5 Drivers License
- Must submit a Driver's Abstract, Criminal Record Check, Child Welfare Check and Medical Assessment that meets the satisfaction of the County.

### **Salary under review**

- Lac La Biche County offers a comprehensive and competitive benefits package, including:
  - 100% Employer paid Health and Dental Benefits

- Employee and Family Assistance Plan
- Local Authorities Pension Plan
- Competition Number: 35-PS-17
- Closing Date: This competition will remain open until a suitable candidate is found.

Interested candidates are invited to forward their resume in strict confidence to:

Attention: Human Resources

Lac La Biche County

Box 1679 Lac La Biche, AB T0A 2C0

Fax: 1-888-421-2533

Email: [hr@laclabichedcounty.com](mailto:hr@laclabichedcounty.com)

We thank all interested applicants; however, only applicants selected for an interview will be contacted.