



AQUATICS SUPERVISOR

The Massillon Civil Service Commission will conduct a competitive examination for the position of **Aquatics Supervisor** in the Massillon Parks and Recreation Department on **Thursday March 16, 2023**

LOCATION: Massillon Recreation Center – 505 Erie Street N. Massillon, OH
Exam Time: 10:00 AM or 4:00 PM

APPLY ONLINE Please complete an online application at;

https://www.indeed.com/job/aquatics-supervisor-4860c89a62f3992d?_ga=2.237904134.726891434.1677698401-1923880702.1653398840

Description

Incumbent serves as Aquatic Supervisor on a year around basis with responsibility for planning, promoting, implementing, supervising and evaluating community recreation programs including supervision of personnel, with a focus on aquatics and other special programs

Hours: Monday – Friday 9:00 AM to 5:00 PM

Pay: Starting at \$18.19 -19.33 depending on experience

Essential Functions

- Oversees aquatic programs and facilities including revenue and expenses, payroll, formulation of goals and objectives, and coordination and evaluation of all programs and activities. Assesses recreation needs of the community.
- Prepares and submits to Director of Parks and Recreation proposals for year around programs, instructional classes, and special events.
- Designs, implements, and supervises recreation programs on a year around basis.
- Ensures proper organization and efficient delivery of recreation services by coordinating use of departmental and community resources such as buildings, facilities, supplies, materials, equipment, and manpower.
- Attends various community meetings to facilitate development of social, cultural, and recreational events.

- Prepares and submits annual budget requests to Director of Parks and Recreation and administers budget upon approval.
- Solicits funds and in-kind gifts from community businesses and general public for area program.
- Evaluates condition of the departmental facilities and equipment, ensures necessary maintenance and custodial operations are performed as needed.
- Supervises area employees, instructors, and volunteers, including recruiting, hiring, training, scheduling and evaluating performance.
- Prepares and administers area budget records and financial reports and submits to appropriate person or agencies.
- Promotes recreation programs to the general public by developing effective marketing strategies, editing seasonal brochures, designing flyers, writing news releases, articles and public service announcements.
- Prepares various reports and written documents including attendance, program evaluation, monthly and end of the year reports, inventories, etc.
- Receives and investigates public complaints pertaining to recreation programs and initiates appropriate action to resolve.
- Occasionally travels to state, regional, and other professional training, seminars and workshops.
- Performs related duties as assigned.

Difficulty of Work

- Incumbent performs duties that are broad in scope and impact and require the consideration of complex variables and their potential interrelationships in the assessment, design, and implementation of recreation programs for the community. Guidelines are not always clearly applicable to particular situations, calling for individual judgement in selection and modification of standard strategies and procedures to best fit the various social, cultural, and recreational needs of the population served.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be a made to enable individuals with disabilities to perform the essential job functions.
- While performing the duties of this job, the employee is regularly required to stand; walk; talk or hear; use hands to finger, handle or feel objects, tools or controls; climb balance; stoop, kneel, crouch or crawl; reach with hands and arms. The employee is frequently required to sit.
- The employee must frequently lift and/or move 10-30 pounds; must occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee will frequently come in contact with hazardous chemicals related to an aquatic facility.

Experience/ Education Required

- Candidates for hire must successfully complete a pre-employment background check and drug test prior to appointment.
- Thorough knowledge of the full range of theories and principles accepted in the field of recreation equivalent to a Bachelor in Recreation or related field. Incumbent must have practical field experience with minor studies in education, sociology, and/or social services. Applicant must have at least 2-3 years of programming experience and supervisory skills, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities for the position. Excellent communication and organization skills are a must. Experience with aquatic and fitness facilities.
- Thorough knowledge of recreation and municipal government functions and ability to assist the recreation division operation and staff consistent with department and program goals and objectives for meeting the social, cultural, and recreational needs of the community.
- Possess or be able to obtain CPR, First Aid, and Water Safety Instructor certificates. Highly desirable certifications include Water Safety Instructors Training, Lifeguard Instructor, First Aid & CPR instructor, Certified Pool Operator or Aquatic Facility Operator.
- Ability to prepare and maintain accurate financial records and reports.
- Ability to direct, train, coordinate, and evaluate the work of others.
- Ability to express thoughts both orally and in writing.
- Ability to legally operate a motor vehicle.
- Must adhere to City and Department policies and procedures, which include a residency requirement.

PASSING SCORE & BONUS

The minimum passing score is 70%

Twenty percent (20%) is the maximum total bonus credit available added to passing scores (70%)

- **Veteran's Preference**

Upon receiving a passing score, any applicant discharged from the Uniformed Services or transferred to the Reserves with evidence of satisfactory service, who is a resident of this state and any member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, with more than one hundred eighty days (180) of active duty service pursuant to executive order of the President of the United States or an act of the Congress of the United States, shall receive additional credit of twenty percent (20%) of the total score earned in the written examination.

A member in good standing who successfully completes initial entry-level training, or a retired member of a reserve component of the Armed Forces of the United States, including the Ohio National Guard, shall receive a credit of fifteen percent (15%) of the person's total grade given in the written examination provided a passing grade is attained. Applicants must submit a certificate of service or Honorable Discharge (Form DD 214 – Long Version) as proof of honorable military service at the time of filing the application to receive credit.

- **College Degree**

Upon receiving a passing score, an additional **ten percent (10%)** of the total score earned in the written examination shall be given to all applicants who have earned an Associate's Degree in a like field

Upon receiving a passing score, an additional **fifteen percent (15%)** of the total score earned in the written examination shall be given to all applicants who have earned a Bachelor Degree

ADDITIONAL TESTINGS AND REQUIREMENTS BEFORE APPOINTMENT

Applicants who obtain a minimum score of seventy percent (70%) or greater on the written examination and are in the top 10 or top 25% of passing scores (whichever is higher) become eligible for an oral interview. Candidates receiving a conditional offer of employment will be required to pass a drug screen and background check.

REASONABLE ACCOMMODATION Applicants with a disability requiring accommodation at any phase during the testing process must advise the Civil Service Commission in writing at the time of application to permit accommodations. Failure to notify the Commission of any disability requiring accommodation after the application deadline may result in the Commissions inability to accommodate any disability.

The Massillon Parks and Recreation celebrates its differences and diversity.
We are an Equal Opportunity Employer.

By Order of Massillon Civil Service Commission