

**MONTGOMERY COUNTY GOVERNMENT  
ROCKVILLE, MARYLAND  
CLASS SPECIFICATION**

**Code No. 001008  
Grade 25**

**AQUATIC PROGRAMS SUPERVISOR**

**DEFINITION OF CLASS:**

This is first-level supervisory recreation work, planning, directing, and coordinating day-to-day activities for the County's swimming and aquatic program. Personal contacts for employees in this class are primarily with other employees and supervisors in the Recreation Department and subordinate staff for the purpose of coordinating programs and supervising staff. Also included are contacts with high-level staff of local and national organizations, contractors, contract instructors, civic/youth organizations, community organizations, other County Government departments and agencies, program participants and professional recreation organizations. The purpose of these contacts is to advise, persuade, often negotiate, and otherwise present analyses and recommendations about issues which have significant impact on aquatic programs provided to the general public, and to maintain awareness in professional trends and developments. While this class of work occasionally requires employees to meet with or speak before the general public and citizen groups, it does not require employees to provide direct public service or assistance on a one-to-one basis.

An employee in this class is responsible for planning and managing and maintaining the physical operations of all Montgomery County operated indoor and outdoor swimming pools. Work is performed under the general direction of a Recreation Program Manager. Wide latitude is permitted for program development and implementation within general administrative policies and objectives. Of significance is supervision of full-time and temporary employees and the development and maintenance of working relationships within the Department, outside agencies, contractors, community groups, and program participants. Of significance is the involvement in the design, construction, and maintenance of aquatic facilities, providing assistance to the Recreation Program Manager. Employees work independently with occasional general guidance to resolve technical or subtle program issues. The complexity of this class of work is marked by the volume of participation and the long hours of operation requiring staffing and safety enforcement. The work is further complicated by the limited resources available and the requirement to continually reprioritize, assess needs, analyze and develop alternatives. The impact of properly performed work is realized by the careful and deliberate analyses of and recommendations concerning a variety of complex issues, the results of which affect day-to-day and long term aquatic program opportunities for children, youth and adults who reside in Montgomery County. Work is normally performed in a comfortable office environment which is appropriately lighted, heated and cooled, however, the employee occasionally visits aquatic facilities which exposes the employee to oxidizing chemicals, electric motors, motor pumps and chlorine gas. Typically employees sit comfortably to do their work, interspersed by brief periods of walking, standing, bending, and carrying of papers and books.

**EXAMPLES OF DUTIES: (Illustrative Only)**

- Plans, develops and supervises aquatic programs or a major pool facility.

- Supervises full-time, part-time, temporary and volunteer staff.
- Participates in the design and construction of aquatic facilities.
- Interviews and selects part-time and full-time staff.
- Advises and meets with civic associations, interested groups and individuals involved or interested in aquatics.
- Develops, organizes and directs teams engaged in aquatic sports, including competitive activities.
- Evaluates existing aquatic programs to ensure program effectiveness.
- Supervises the seasonal opening, winterizing, and general maintenance of the County's aquatic facilities.
- Participates in preparation and monitoring of Operating Budget.
- Plans, develops, coordinates and implements staff training programs.
- Prepares regular and special reports as required.
- Performs related duties as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Considerable knowledge of the methods, techniques, materials, equipment, and safety precautions used in swimming pool management and aquatic program development.
- Ability to plan, to effectively organize, and to supervise aquatic activities tailored to the needs of the community.
- Ability to train and supervise a variety of subordinate personnel.
- Ability to develop and maintain effective working relationships with coworkers, volunteers, and other groups and individuals interested in recreation.
- Ability to communicate effectively, both orally and in writing.
- Ability to attend meetings or perform other assignments at locations outside the office, if necessary.

#### **MINIMUM QUALIFICATIONS:**

**Experience:** Five (5) years of professional experience in swimming pool management or aquatic programs, two (2) years of which must have been in a supervisory capacity.

**Education:** Bachelor's degree in recreation or related field.

**Equivalency:** An equivalent combination of education and experience may be substituted.

#### **LICENSE:**

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job related duties.
- Possession of a valid Montgomery County Pool Operator's License or equivalent (i.e. a current license from another Maryland jurisdiction).
- Possession of a valid Lifeguard Training Certification, including CPR/AED and First Aid from an agency approved by the Montgomery County Department of Health and Human Services (valid in Montgomery County), or the ability to achieve certification within six months of hiring, provided an adequate number of certified individuals are on duty in accordance with COMAR 10.17.01 regulations.

**Note:** There will be no substitutions for this section.

**PROBATIONARY PERIOD:**

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

**MEDICAL EXAM PROTOCOL:** Medical History Review.

**Class Established:** July, 1971

**Revised:** March, 1973

August, 1984

April, 1986

**Classification Study:** November, 1992 (M)

August, 2013

October, 2014

(License) January 2020