



EMPLOYMENT OPPORTUNITY

Job Title: Aquatics Team Lead
Department: Kinsmen Aquatic Centre
Job Status: Permanent - Full Time (40 hours per week)
Close Date: Open until filled

JOB POSTING #2024-34

The City of Lacombe values its staff and believes that success and satisfaction is based upon quality service. Each employee shares in the overall responsibility for quality service and contributes a caring attitude and a commitment to excellence.

THE OPPORTUNITY

We are looking for a dynamic individual wanting to join the team at the Kinsmen Aquatic Centre. Reporting to the Aquatic Supervisor/designate, the Team Lead is the first point of contact for staff on duty and clients of the Kinsmen Aquatic Centre (KAC). The Team Lead supports the efficient, safe, clean and fun operation of the KAC in accordance with the established policies and procedures while adhering to its vision, mission and values.

MAJOR DUTIES AND RESPONSIBILITIES

- Delivery of Aquatic Programs
- Supervision of staff on duty and ensuring the safety of the staff and of KAC clients
- Provision of excellent customer service
- Some mechanical operation of the pool and spray park
- Other related duties as assigned
- For full details on the duties, please see the attached job description

PERKS

In addition to your excellent wage, you will also receive:

- \$1.00/hr shift differential for hours worked between 6 PM and 7 AM and for all hours worked on weekends (Friday 6pm – Monday 7am)
- Free annual pool pass
- Paid training and recertifications
- Rewards also include working with great colleagues in a collaborative environment

MINIMUM QUALIFICATIONS & EXPERIENCE

- Senior Lifeguard Status
- 2 years Aquatic experience
- National Lifeguard
- Intermediate First Aid, CPR, AED
- Swim and Lifesaving Instructor
- Aquatic Fitness Instructor Award (WATERART, AFLCA, CALA) or internal certification
- WHMIS
- Pool Operator Level 1 certification (or willing to obtain)

PREFERRED QUALIFICATIONS

- First Aid Instructor
- National Lifeguard Instructor
- Pool Operator Level 2 certification
- Lifesaving Sport Coach

Salary and Benefits: \$2,146.40 – \$2,683.20 bi-weekly (based on a 40 hour work week, 2025 rates). The City offers a comprehensive benefits and pension program and 6% vacation to start.

How to Apply:

Interested candidates please submit a resume quoting **Competition #2024-34** to aquatics@lacombe.ca.

This competition will remain open until filled.

Aquatics, Gary Moe Auto Group Sportsplex

5210 54 Ave, Lacombe, AB T4L 1H8

Email: aquatics@lacombe.ca

We wish to thank all applicants for their interest, and we will only contact those selected for an interview. The City of Lacombe will conduct a Police Information Check prior to hiring.

JOB DESCRIPTION

POSITION: AQUATIC TEAM LEAD

SALARY LEVEL: Band 10

REPORTS TO: Aquatic Supervisor/Designate

DEPARTMENT: Aquatics

EFFECTIVE DATE: September 1, 2024

The City of Lacombe values its staff and believes that success and satisfaction are based upon quality service. Each employee shares in the overall responsibility for quality service, and contributes a caring attitude and a commitment to excellence.

GENERAL PURPOSE

Reporting to the Aquatic Supervisor or designate, the Team Lead is the first point of contact for staff on duty and the clients of the Kinsmen Aquatic Centre (KAC). The Team Lead supports the efficient, safe, clean and fun operation of the KAC in accordance with the established policies and procedures and while adhering to its vision, mission and values.

MAJOR DUTIES

Activity A Delivery of Aquatic Programs

- Instruct aquatic programs as assigned.
- Supervise staff involved in aquatic programs.
- Assist in organizing special events and programs.
- Ensure completeness and quality of related program administrative activities including lesson plans, halfway reports and report cards.

Activity B Supervision

- Provide on deck direction and guidance to employees during assignments; monitor performance to ensure compliance with standards, policies and procedures.
- Assist in ongoing training and mentoring of employees.
- Provide training and orientation to staff as required.
- Recognize and prevent hazardous situations, enforce and explain the rules as required.
- Responsible to ensure maintenance and custodial duties are completed during and upon conclusion of shift.
- Monitor the completion of all instructor's administrative work in a complete and timely manner. Refer non-compliance of administrative activities to the Head Guard.

Activity C Customer Experience

- Provide excellent customer service and as the first point of contact, respond to patron enquiries or concerns. Take the necessary actions or refer the matter to Head Guard or Aquatic Supervisor.
- Ensure a safe and comfortable physical environment for all customers by adhering to and enforcing the cleanliness and safety standards.
- Assist with keeping the pool area clean and tidy at all times.
- Promote pool programming and maintain positive public relations between staff and customers.

Activity D Operational

- Maintaining the treatment systems and operate the filtering and chemical treatment process to ensure that proper chemical levels are within acceptable standards.
- Performing the required checks on flow meters, tanks, and all other system pumps and motors to ensure that all equipment is operating within prescribed limits and Government Standards.
- Cleaning pump strainers, perform backwashes on all water systems, degrease and pressure spray filters, and remove blockages on pump packing drains as required.
- Ensuring the maintenance of water changes and chemical balances is ongoing and with strong attention to detail.

Other

- Administer First Aid as required.
- Ensure checklists, water tests, and pool usage statistics are done on a daily basis.
- Assist with general administrative work as needed; including, but not limited to, instructor worksheets, facility statistics, and data input.
- Maintain awareness of and adhere to the City's OH&S policies by following responsibilities as outlined in the Health and Safety Manual and comply with all safe work procedures and the OH&S program requirements.
- Other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of water safety, lifeguarding and lifesaving
- Extensive knowledge of first aid and emergency response
- Extensive knowledge of pool operation and general maintenance
- Extensive knowledge of safety rules and regulations
- General knowledge of building cleaning and maintenance
- Knowledgeable in the principles of supervision and mentorship of staff
- Strong interpersonal skills
- Excellent organizational skills

- Physical condition sufficient to ensure strength and stamina in the water, on deck, and in the spray park
- Ability to communicate effectively using courtesy, positivity, tact and discretion in responding to requests, complaints and clarification of information
- Ability to be an ambassador and role model to staff in an effort to promote excellence and advancement in Aquatics
- Ability to provide guidance and direction to a diverse group of employees
- Ability to enforce safety procedures with tact and firmness
- Ability to demonstrate exemplary teaching skills on a consistent basis
- Ability to respond quickly and appropriately while remaining calm in emergency situations
- Ability to attend all required training and In-Service sessions
- Strong commitment to team work and excellence in public service
- Ability to represent the City and department in a professional, competent manner

MINIMUM QUALIFICATIONS REQUIRED

- Senior Lifeguard Status
- 2 years Aquatic Experience
- National Lifeguard
- Intermediate First Aid, CPR, AED
- Swim and Lifesaving Instructor
- Aquatic Fitness Instructor Award (WATERART, CALA, AFLCA, or internal certification)
- WHMIS
- Pool Operator Level 1 certification (or willing to obtain)

PREFERRED QUALIFICATIONS

- First Aid Instructor
- National Lifeguard Instructor
- Pool Operator Level 2 certification
- Lifesaving Sport Coach

Approved:



Community Services Director



Manager of Recreation

Date:

August 28, 2024