



**Town of Maple Creek
Job Description**

Job Title	Pool Supervisor
Reports To	Chief Administrative Officer
Job Status	In-scope

Position Overview

Reporting to the Chief Administrative Officer, the Pool Supervisor is responsible for staff supervision and evaluation and staff training/orientation. The incumbent coordinates the implementation, instruction and delivery of all aquatic programs and special events at the Maple Creek Community Swimming Pool. The incumbent is responsible for ensuring all work is carried out in accordance with recognized best practices and in full compliance with established legislative and local requirements and obligations.

Key Accountabilities and Duties

- Ensures the Maple Creek Community Swimming Pool Safety Plan is prepared and ready for review by the Chief Administrative Officer prior to March 16, 2025, with final adoption by Council and the Saskatchewan Health Authority prior to the end of April 2025.
- Ensures all applicable Town of Maple Creek policies, including but not limited to recruitment and purchasing policies, are adhered to at all times, and that all expenditures are included within the approved facility budget.
- Ensures all facility staff are thoroughly oriented to the contents of the Safety Plan.
- Works alongside the Deputy Chief Administrative Officer to develop the necessary facility rate structure for adoption by Council prior to the end of April 2025.
- Ensures appropriate cash control systems for use within the facility are approved by the Deputy Chief Administrative Officer in advance of the facility opening.
- Ensures all legislative requirements applicable to municipal swimming pool operations are adhered to at all times, including required reporting.
- Ensures statistical information regarding swimming pool/program patronage is collected and provides a monthly operating report to the Chief Administrative Officer.
- Ensures the recruitment of required 2025 season swimming pool staff is completed prior to the end of March 2025.
- Ensures the facility's program schedule, program registration efforts and corresponding staffing schedule are prepared in advance of the facility opening.
- Ensures all operational procedures conducive to effective and compliant swimming pool administration and operation are developed and provided to the Chief Administrative Officer prior to the opening of the swimming pool for the 2025 operating season.
- Ensures all required equipment, including program equipment, maintenance/janitorial equipment and office equipment is purchased and on-site in advance of the opening of the facility, and ensures all equipment is maintained/operated in accordance with manufacturer's recommendations.



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- Ensures the facility is fully and properly closed at the end of the operating season, and that the facility and all equipment is properly prepared for end-of-season shutdown.
- Works closely with the Chief Administrative Officer to prepare key marketing messages in support of Council's objectives.
- Perform other related duties as required.

The duties listed are not intended to limit the scope of work assignments and should not be considered an exhaustive list of all duties typically performed under this job title. Other duties and responsibilities may be assigned to this role from time to time.

Qualifications

Experience and Education Requirements

- Eighteen years of age or older
- Graduate of secondary school
- Lifesaving Society National Lifeguard – Pool certification
- Aquatic Emergency Care certification (CPR C/AED/Standard First Aid)
- Current SHA Swimming Pool Operating Course Level 1 certification
- Lifesaving Society Swim for Life Instructor certification
- Lifesaving Society Lifesaving Instructor certification
- Other certifications as required
- Minimum of four years lifeguard and aquatic instructor experience

Knowledge, Skills, and Abilities

- Thorough knowledge of current aquatic operations and programs
- Ability to work independently and responsibly
- Must possess excellent communication and public relations skills
- Excellent attention to detail and accuracy in processing transactions
- Ability to meet deadlines and manage multiple priorities in a fast-paced environment
- Effective communication and interpersonal skills for interacting with staff, vendors and the public

Competencies

Quality:

- Attention to detail in maintaining records and ensuring compliance with legislative and municipal obligations

Service:

- Responsive to requests from vendors, staff, and management

Communication:

- Effectively communicates with internal departments, vendors and the public
- Able to information clearly and professionally



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Efficiency:

- Manages multiple tasks, ensuring timely and efficient completion of processes
- Uses time and resources effectively to meet deadlines, particularly during month-end/year end processes

Adaptability:

- Shows flexibility in adjusting to changing priorities and demands

Confidentiality:

- Maintains discretion in handling sensitive information and respects privacy
- Adheres to data protection regulations and organizational policies regarding confidentiality

Working Conditions

The Pool Supervisor works primarily in an office setting, with extended lengths of time sitting in front of computer monitors. The Town of Maple Creek is a fast-paced environment, and this role requires adaptability, consistency, and maintenance of confidentiality of operations.

Hours of work are in accordance with the CUPE/Town of Maple Creek Collective Agreement.

This position is subject to pressures and challenges caused by the demand for services and the demand for production of quick, accurate and precise information.