

City of Oconto Falls Beach Beach Supervisor-Seasonal

City of Oconto Falls, WI

\$17.00 an hour

Seasonal: (Preseason March-April) Beach Season (May to September)

MINIMUM POSITION QUALIFICATIONS REQUIREMENTS:

Required Experience: Minimum two years supervising experience, customer service, cash handling.

Preferred: One year managing an outdoor aquatic facility, working with high school students

Preferred Certifications/Licenses: Valid American Red Cross Lifeguard/CPR/AED/First Aid Certification; American Red Cross Lifeguard Instructor Certification-

Minimum Age : 18 years old

Education: Required: High School Diploma.

Skill in: Providing necessary emergency care and leading and directing staff, leadership in emergency situations.

Ability to:

Follow City/Department/Division policies, work independently, and make sound decisions.

Communicate effectively, both in verbal and written form and to follow verbal and written instructions.

Establish and maintain effective working relationships with city employees, department professionals, staff, customers and the general public.

Work evenings, weekends and holidays as needed.

Understand, follow and perform duties as required of emergency action plan and to swim 500 yards.

Always maintain a positive behavior and professional demeanor at all times; address resident and customer concerns in a helpful, courteous manner.

Work effectively as part of a team and to lead and direct staff.

Interact with a diverse group of individuals.

Comply with all safety policies, practices, and procedures, and report all unsafe activities or conditions to supervisor.

Other Requirements: Must be at least 18 years of age

Objective: The Beach Supervisor is responsible for assisting in the planning, promotion, development, coordination and supervision of beach facilities, programs, and staff.

Relationships: Reports to: Administrator

Works with seasonal employees on a regular basis and communicates with other division employees, professional staff, lifeguards, Beach patrons, and the public.

Job Description:

The Beach Supervisor is responsible for the planning, promotion, supervision, operations, and Lifeguards. The individual will work in conjunction with the City Administrator and Head lifeguard to establish and uphold rules, regulations and policies of the facility.

Special work emphasis of this position will be in the areas of: facility and staff safety training, emergency procedures, personnel administration, front end operations, and concessions.

The Administrator may re-assign managerial staff to perform specific Beach work functions as needed. At a minimum, the position will require nights, weekends and holidays during Beach Season.

To perform this job successfully, an individual must be able to perform each essential duty at a high level.

Essential Duties

Personnel

Assists Administrator in recruiting, selecting, training, scheduling, supervising, and evaluating of all Beach Staff and programming.

Prepares in-service training programs for all Lifeguard Staff prior to the opening of the facility in coordination with the Recreation Team Leader

Assures all staff maintains the proper certification for the position held

Trains staff on, distributes, and enforces policies and procedures.

Demonstrates a desire to mentor and train fellow staff to achieve a high standard of professionalism and safety.

Establish a fair and equitable work schedule with to cover all hours of Beach operation, part of duty is covering lifeguard shift.

Approve timecards and submit timecards to Administrator by 9:00am every other Monday.

Approve substitutions or time off requests and file time off requests with time sheets.

Creates and maintains accurate records of attendance, accident reports, passes sold, and maintain maintenance and state health records.

Maintain positive working relationship with staff and other employees.

Enforce personnel policies, mediate staff disputes and, if necessary, recommend disciplinary action to the Administrator.

Communications

Have excellent communication skills, decision-making skills, and a confident ability to speak

Be knowledgeable of Beach rules and enforce them with the public and provide good customer service.

Operations

Responds to emergency situations with composure and follows established guidelines for the appropriate response.

Performs building security duties such as opening and closing of the facility

Conducts emergency procedure drills.

Opens, secures, and cleans program areas before and after program use; prepares program areas for scheduled recreational activities and events.

Performs daily inspections to ensure the beach and pavilion facilities is in a safe, operable condition.

Coordinates summer swimming lessons with the school DPI certified liaison.

Provide excellent customer service to patrons.

Determine when to open or close the beach due to inclement weather. Coordinate with City Hall to announce the closings.

Communicate routinely with Street Department and Administrator on beach operation matters.

Send incident reports to the Administrator within a 24-hour period. If emergency arises, notify immediately.

Keep First Aid records and complete accident reports (Manager binder in office)

Ensure concessions are staffed and inventory current. Money must be counted, recorded and deposited daily.

Equipment repairs and needed supplies should be tracked and put in writing in advance to City Administrator.

Evaluates and make recommendations for the improvement of operations and program to City Administrator.

Other duties as assigned

Supplemental Information

EQUIPMENT, INSTRUMENTS AND MACHINES:

Equipment used includes, but not limited to concessions equipment, first aid, and CPR/AED supplies.

PHYSICAL FACTORS:

The physical demands described here are representative of those that must be met by any an employee to successfully perform the essential functions of this job.

Must have the physical ability to respond appropriately in emergency situations.

Work will take place in an outdoor environment and varying types of weather, including possibility of high heat and humidity and cold air.

Working conditions involve occasional exposure to dirt, dust, and moisture.

Perform various activities, which may include, but not limited to: Semi-reaching to full-reach overhead, crouching, kneeling, bending, twisting, turning, and lying on stomach and/or back.

Must be able to sit or stand and move for long periods of time.

See and observe all sections of an assigned area of responsibility, with or without reasonable accommodation.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position, or is responsive to the needs of the City of Oconto Falls.

APPLICATION INFORMATION:

Employment Season: Memorial Day to Labor Day. Able to work duration of the program as assigned by supervisor.

Work Location: Eastside Beach, 631 N Main St., Oconto Falls, WI 54154

To apply please complete City of Oconto Falls Employment application, include copy certifications of at www.cityofocntofalls.com . or paper applications can be obtained at City Hall, 500 N Chestnut Avenue. Completed applications with certifications can be emailed to info@ci.ocntofalls.wi.us or dropped off at City Hall.