Swimming Area Director
Tompkins County

**Department:** Various Towns and Villages

**Classification:** Approved Non-competitive for all towns and villages on 06/22/71 by the NYS Civil Service Commission ONLY if part-time or seasonal. Competitive for all others.

**Approved:** 10/27/70
**Revised:** 10/88; 03/15
**By:** HH, Commissioner of Personnel and the NYS CSC

**MINIMUM QUALIFICATIONS:**

Graduation from high school **AND** two seasons of responsible experience in a swimming area program, or an equivalent combination of training and experience.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for a Red Cross certificate in beginning swimming instruction, waterfront safety instruction, or instructor training. Possession of certificate at time of appointment.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is supervisory work involving the safe, efficient, and economic operation of a swimming area. Work is performed under the general supervision of the Director of Recreation. Direct supervision is exercised over a staff of swimming area personnel. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Supervises and assists in the operation and maintenance of bathhouse, toilets, picnic grounds, pool or beach, and all swimming area equipment;
- Trains and schedules lifeguards and staff for individual swimming programs;
- Stands watch at pools or patrols the park waterfront, keeping bathers within bounds and in going to their aid when they are in difficulty;
- Maintains order and enforces safety rules;
- Keeps records of attendance at area, inventory, bathing suit rentals, cost of operations, receipt of money, payrolls, and other necessary paperwork.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of modern methods, materials and tools used in the operation of a swimming area;
- Good knowledge of first aid, lifesaving and rescue work as applied to accidents in the water;
- Ability to plan and direct the work of others;
- Ability to deal effectively with the public and others and to secure their cooperation;
- Ability to keep records and make reports;
- Initiative, mental alertness, and good judgment are required personal characteristics.
- The employee’s physical and mental condition shall be commensurate with the demands of the position.

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