



Employment Opportunity (Seasonal Part Time) Pool Supervisor \$20.56 - \$26.32

Application Deadline: Until Filled

Under the general direction of the Deputy Director of Recreation and Community Engagement, the Pool Supervisor oversees the day-to-day operations, maintenance, and administration of the aquatic facility. Responsibilities include but are not limited to enforcing policies and procedures which ensure the efficient and effective operation of pool facilities, including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relations, and light janitorial duties, including verifying daily chemical analysis/testing, pool cleaning, and cleaning bathrooms, following the California Code and Regulations regarding Public Swimming pools [§CCR Title 22, Division 4, Chapter 20. 65500 Series] and paperwork necessary for certification required for operations. Develop and maintain records of operational facility usage; monitor and maintain inventories of pool equipment and supplies. Collect entrance fees, authorization forms, and logs as required. Provide Lifeguard services when needed.

Applicants are recommended to apply and submit application materials online at www.CalOpps.org

Prerequisites: Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education and Experience:

1. Graduation from high school and/or GED and a minimum of three (3) years experience in aquatics and (1) year of experience supervising other employees. Valid Driver's License. American Red Cross Lifeguard Training Certificate. American Red Cross First Aid (either multi-media, standard, or advanced). American Red Cross or American Heart of Association Cardiopulmonary Resuscitation (CPR/AED) Certificate
2. Pool/Spa Operator Certificate Preferred
3. Water Safety Instructor (WSI) Preferred

Qualifications/Requirements: Must be willing to work long and irregular hours, weekends, and holidays; tact and diplomacy; dependability; maturity; sufficient to assume the responsibility of protecting the lives of others; willingness to conform to prescribed uniform standards.

- **Special physical characteristics include** Physical strength, endurance, and agility necessary to complete the job's essential functions. Must be observant, friendly, helpful, enthusiastic, responsible, and work well in a team. Must pass a general background check and fingerprinting to determine suitability for working with children.
- **Knowledge of:** Pool operations practices, procedures, and chemical occupational hazards and related safety precautions necessary for the protection of employees and the general public in aquatics. Lifeguard training and first aid, pool maintenance systems, and responds calmly and effectively to emergency situations.
- **Skills:** The ability to follow departmental policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under their supervision and have excellent organization, public relations, and oral and written communication skills. This employee must be able to count money and change correctly, lifeguard techniques, CPR/AED Certification, First Aid Certification, and Bloodborne Pathogen Procedures. Preferred to have a Water Safety Instructor (WSI) and Pool/Spa Operator Certificate.
- **Ability to:** React quickly and calmly in emergencies, life arms above shoulder level, tread water for at least 2 minutes, physical exertions to manually move, lift, carry, or push heavy objects in excess of 50 pounds, climbing in and out of the swimming pool, up and down a ladder, administer first aid and CPR, perform rescue actions, frequently stand and walk; sit for extended periods, operate pool filtrations system when necessary, firmly but tactfully enforce rules and regulations, establish and maintain effective working relations with others, handle complaints and concerns in a calm responsible manner, ability to determine priorities, be a self-starter, follow directions, and complete assigned duties, need to communicate effectively, both orally and in writing.

Essential Functions of the position include:

1. Prepare all work schedules for employees, making sure adequate coverage and lifeguards are on duty at all times the pool is open.
2. Chemical Analysis and Application
3. Assist in tracking pool attendance, balancing cash drawer, and making a daily deposit as directed.

4. Ensure proper operating condition of all equipment
5. Handle first aid problems
6. Maintain discipline at the swimming pool facility and supervises all Staff, enforcing staff policies and rules.
7. Ensure proper operating condition of all equipment.
8. Maintain positive public relations at the swimming pool.
9. Document and report all disciplinary problems and accidents to the Recreation & Community Outreach Manager will be neat and concise.
10. Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside of the facility, pool vacuumed a minimum of 2 times per week, more as needed.
11. Set a positive example for the rest of the staff to follow
12. Inform Recreation & Community Outreach Manager when supplies are needed and if equipment needs repair.
13. Performs rescue and administers artificial respiration, CPR, and First Aid.
14. Enforce pool rules and regulations for the safety of all pool patrons.
15. Assists in communicating in emergency situations.
16. Administers swim tests to swimmers of questionable ability.
17. Maintains alertness for possible accidents in the water and throughout the facility.
18. Participate in the maintenance and preparation of daily records related to rescues, assistance, first aid, attendance, and other pool activities.
19. Correct unsafe and unsanitary conditions and knows the emergency procedures of the pool.
20. Completes appropriate incident/accident reports when necessary.
21. Performs daily routine chores and light pool maintenance to ensure a neat and orderly appearance.
22. Provides Customer Service

Benefits Include:

Sick Leave: 24 hours after 90 days of employment; then, annually on July 1 of each year

Retirement: CalPERS is available to employees at the PEPRA rate, depending on eligibility. The City does not participate in Social Security.

SELECTION PROCEDURE

Candidates must submit application materials that include a complete and signed employment application and copies of the required certificates listed under the PREREQUISITES in the Job Description. The materials can be uploaded to the online application through CalOpps; or, mailed or hand-delivered to Chowchilla City Hall, Human Resources, 130 S. Second St., Chowchilla, CA 93610, or emailed to JMcClendon@CityOfChowchilla.org

Candidates considered to be best qualified based on the information provided will move forward in the recruitment process. The applicant who is ultimately chosen for the position will have to pass a background check, drug test, and physical exam.

The City of Chowchilla is an equal opportunity employer. We do not discriminate on the basis of race, color, religion, gender identity, sexual orientation, national origin, ethnicity, political affiliation, age, marital status, medical condition, or disability. The City of Chowchilla makes reasonable accommodations for the disabled. If you believe you require special accommodations in the testing process, you must inform the City of Chowchilla in writing prior to the testing. Applicants that request such accommodations must document their request with an explanation of the type and extent of accommodations required. The provisions in this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked at any time