



CITY OF FONTANA

WATER SAFETY INSTRUCTOR (WSI)

\$12.46 - \$15.15/hr.
(Seasonal, part-time, at-will, no benefits)

DEFINITION: Under supervision, enforce all pool regulations, perform rescues, instruct swimming classes in beginning through advanced skills, maintain pool area and equipment and does related work as required. **These are seasonal positions available from May - September; Work schedule varies and will include evenings, weekends, and holidays.**

TESTING FOR THIS RECRUITMENT WILL TAKE PLACE ON SATURDAY, MARCH 31, 2018.

MUST SUBMIT CERTIFICATIONS WITH APPLICATION IN ORDER TO BE CONSIDERED FOR THIS POSITION.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Swim with proficiency and endurance.
- Meet standards of swimming competency as established by the American Red Cross Aquatic Standards and the Fontana Community Services Department.
- Prevent dangerous situations, recognize emergencies, and take appropriate action.
- Effectively enforce pool rules and policies.
- Establish and maintain cooperative working relationships with both staff and pool patrons.
- Communicate effectively both orally and in writing.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: This position requires sitting, standing, walking, reaching, twisting, turning, bending, stooping, squatting and crouching in the performance of daily duties. This position also requires both near and far vision and acute hearing. Will also be working in outdoor area and may be exposed to extreme weather conditions.

EXPERIENCE AND TRAINING: A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and practices of water safety, rescue methods, lifesaving techniques, and first aid as applied to accidents in the water and surrounding pool areas.
- Techniques and methods of swimming instruction for all age groups.
- Must be at least sixteen (16) years of age and have a valid work permit.

LICENSES/CERTIFICATIONS: Must have current certifications in:

- Lifeguard/First Aid Training
- CPR/AED for Lifeguards or professional rescuer
- First Aid for Public Safety Personnel (Title 22)
- Instructors must also possess a Water Safety Instructor's Certification (WSI).

APPLY: Applications available online at www.fontana.org/jobs or in person at the Human Resources office. Resumes will not be accepted in lieu of a City application packet. Facsimiles or postmarks not accepted. All applicants will be notified of the selection process via e-mail.

CLOSING DATE: Monday, March 19, 2018 at 5:00 PM

ABOUT OUR CITY

The City of Fontana is located in Southern California, in the U.S.A. We sit at the intersection of two major freeways. Metrolink rail service to the greater Los Angeles area runs through the center of town, and we are only 10 minutes away from Ontario International Airport.

A general law city – Fontana operates under a Council-Manager form of government and is located within a one hour drive of the beaches, desert or mountains. Several major shopping centers are conveniently located nearby.

The City of Fontana was incorporated in 1952 and the present population is estimated at 201,812 (Source: U.S. Census Bureau). The City's incorporated area is 42.4 square miles, with a sphere of influence of 10 additional square miles.

The City provides a full range of services for its citizens. These services include police, paramedic, recreation and parks, planning and development, street improvements and lighting and general administration. In addition, the City's Housing and Business Development Department has numerous programs for residential and commercial rehabilitation loans and economic development programs.

SELECTION PROCESS: Following a review of applications submitted, qualified applicants will be notified of date, time and place of examination. Written, oral, performance and physical exams may be given (no veterans preference given). Names of successful candidates will be placed on an eligibility list from which selection will be made.

All candidates will be required to provide identification before being admitted to written, interview or performance examinations. Please bring to the examination: A valid driver's license or another form of valid identification which has your photograph and signature (school or business I.D. card, building pass, professional license, valid passport, etc.).

SELECTION PROCEDURE: Admission to competitive examination may be limited to those applications showing the best combination of qualifications in relation to the requirements and duties of the position.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice.

Applications must be filled out completely and clearly to show that the minimum qualifications are met. Resumes may be submitted, but cannot be accepted in lieu of an official application.

APPOINTMENT: All employment offers are conditional based upon the successful completion of a medical examination (including a drug screening), fingerprinting, reference and background checks. All new employees are required to take a loyalty oath. All statements made on applications are subject to investigation and verification. False statements will be cause for disqualification, removal from the Eligibility List, or discharge from employment.

We encourage everyone to file an application with us and we do not discriminate against any applicant on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, sex, age, sexual orientation, pregnancy, marital status or veteran status. Reasonable accommodations, including auxiliary aides for disabilities are available upon request.

THE CITY RESERVES THE RIGHT TO RATE CANDIDATES BASED ON A REVIEW OF THE APPLICATION MATERIALS AND TO INVITE ONLY THE MOST QUALIFIED CANDIDATES TO PARTICIPATE IN SUCCESSIVE PARTS OF THE SELECTION PROCESS.

AN EQUAL OPPORTUNITY EMPLOYER

8491 SIERRA AVE, SUITE B • FONTANA, CALIFORNIA 92335 • (909) 350-7650



CITY OF FONTANA

Human Resources Department
"A City of Action"

EMPLOYMENT APPLICATION FORM INSTRUCTIONS

Before completing the application, please read the minimum qualifications for the job in which you are interested. **You cannot be considered for the position unless you meet these requirements.** Incomplete or illegible application packets may result in disqualification.

The on-line application form is available as an Adobe Acrobat PDF form. You may fill in the form(s) online (use the tab key to advance from field to field), print it out, sign it and send by regular mail or hand deliver to the City of Fontana, Human Resources Department. Application forms must have an original signature and date to be considered.

Positions may have a different set of requirements; therefore, you need to use the packet for the position in which you are interested.

AMERICANS WITH DISABILITIES ACT (ADA)

Reasonable accommodations for disabilities are available upon request, call (909) 350-7650.



CITY OF FONTANA

Human Resources Department Employment Application

8491 Sierra Avenue, Suite B, Fontana, CA 92335
(909) 350-7650 www.Fontana.org

Human Resources Department Use Only	
Accepted	<input type="checkbox"/>
Rejected	<input type="checkbox"/>
Remarks:	_____

Position Applied For:

PERSONAL INFORMATION - Note: Before completing this form, please read the Minimum Qualifications for the job in which you are interested. You cannot be considered for the position unless you meet these requirements. Incomplete applications may result in disqualification.

1. Name (Last, First, Middle)		2. Driver's License (Number, State & Class)	
3. Mailing Address		4. Primary Telephone Number	5. Alternate Telephone Number
(City, State, Zip)		6. E-mail Address	
7. Have you ever been employed by the City of Fontana? If the answer is "yes", please give title and dates of employment in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>	8. Do you understand that after an offer of employment has been made and prior to commencement of employment, you may be required to take a medical examination, which includes drug screening, and participate in a background investigation, and that the offer of employment may be withdrawn based upon the results of these examinations?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Do you fluently speak, read, or write a language other than English? If "yes" list in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>	10. Are you 18 years of age or older?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Do you have any relatives employed by the City? If the answer to the above question is "yes", please give name, relationship, and department in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>	12. Have you ever been a member of Cal PERS? If the answer is "yes", please state the name of agency and dates of service in section 13.	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Use this space to explain any of the above questions. Attach additional 8½" x 11" sheets if needed.			
<hr/> <hr/>			

EDUCATION & SKILLS - Applicants may be required to furnish proof of academic training by transcript, diploma, or G.E.D.

15. Did you graduate from a U.S. high school? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Still Attending If no, do you possess a G.E.D. or equivalent? <input type="checkbox"/> Yes <input type="checkbox"/> No	16. What computer equipment and software can you operate? _____		
17. KEYBOARD/TYPING SKILLS Net Words Per Minute _____	18. What mechanical equipment do you operate? _____		

COLLEGES/TECHNICAL OR BUSINESS SCHOOLS ATTENDED	MAJOR FIELD OF STUDY	Completed Number of		CERTIFICATION OR DEGREE AND DATE RECEIVED
		Semester Units	Quarter Units	
Name: _____	_____			Certificate or Degree: _____
Location: _____				Date Received: _____
Name: _____	_____			Certificate or Degree: _____
Location: _____				Date Received: _____
Name: _____	_____			Certificate or Degree: _____
Location: _____				Date Received: _____

List Any Job Related Professional Licenses (s), Registration (s), and/or Certificate (s) and date received:

EMPLOYMENT - Please account for all employment within the last ten years, beginning with your current or most recent employer. In addition, please indicate any other experience which you feel is relevant to the position for which you are applying (military, volunteer or other experience gained over ten years ago, etc.). Attach an additional sheet if extra space is needed. The City reserves the right to rate candidates based on a review of the application materials, and to invite only the most qualified applicants to participate in subsequent parts of the selection process.

NOTE: All sections of this application must be completed.

Applications will be rejected if "SEE RESUME" is written on any portion of this section.

Employer: _____ Address: _____ _____ Phone No.: _____ From: _____ To: _____ Weekly Hours: _____	Official Payroll Title of Your Job: _____ Supervisor: _____ Describe your Duties: _____ _____ _____ Reason for Leaving: _____
--	--

Employer: _____ Address: _____ _____ Phone No.: _____ From: _____ To: _____ Weekly Hours: _____	Official Payroll Title of Your Job: _____ Supervisor: _____ Describe your Duties: _____ _____ _____ Reason for Leaving: _____
--	--

Employer: _____ Address: _____ _____ Phone No.: _____ From: _____ To: _____ Weekly Hours: _____	Official Payroll Title of Your Job: _____ Supervisor: _____ Describe your Duties: _____ _____ _____ Reason for Leaving: _____
--	--

If we contact your present employer, will such action jeopardize your position?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Have you ever been discharged by an employer?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--	---	--

REFERENCES - Please list two Professional references (not relatives) who are qualified to evaluate your qualifications.

<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Name</td> <td style="width:50%; border-bottom: 1px solid black;">Occupation</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Telephone</td> <td style="border-bottom: 1px solid black;">Home <input type="checkbox"/> Work <input type="checkbox"/></td> </tr> </table>	Name	Occupation	Telephone	Home <input type="checkbox"/> Work <input type="checkbox"/>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Name</td> <td style="width:50%; border-bottom: 1px solid black;">Occupation</td> </tr> <tr> <td style="border-bottom: 1px solid black;">Telephone</td> <td style="border-bottom: 1px solid black;">Home <input type="checkbox"/> Work <input type="checkbox"/></td> </tr> </table>	Name	Occupation	Telephone	Home <input type="checkbox"/> Work <input type="checkbox"/>
Name	Occupation								
Telephone	Home <input type="checkbox"/> Work <input type="checkbox"/>								
Name	Occupation								
Telephone	Home <input type="checkbox"/> Work <input type="checkbox"/>								

I certify that all statements on this form and on any attachments are true and complete to the best of my knowledge and belief. I understand that any falsification of the information on this form and attachments may result in my disqualification from further consideration for employment or if I am employed, may be considered grounds for immediate dismissal.

Signature of Applicant

Date

THE CITY OF FONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

We encourage everyone to file an application with us and we do not discriminate against any applicant on the basis of race, religious creed, color, national origin, ancestry, physical or mental disability, medical condition, sex, age, sexual orientation, pregnancy, marital status or veteran status. Reasonable accommodations for disabilities are available upon request.



CITY OF FONTANA

COLLEGE, MILITARY OR SPECIALIZED TRAINING COURSE WORK SUPPLEMENTAL

Name _____

The following **must** be completed in order to be considered for a position **requiring college coursework or certifications**. A copy of unofficial college transcripts may be attached in lieu of this supplemental. This supplemental will be utilized in the application screening process for this recruitment. Please indicate NONE on the sections below if you do not have any additional education or training.

Name of Educational Institution, Branch of Military or Technical School Attended	Course Title	Units/Certificate Received (if applicable)



CITY OF FONTANA

STATISTICAL SURVEY

The following information is collected for statistical purposes only. It will be removed from the application and filed separately.

Attach this form to the end of the application packet

Name:	Position Applied For:
Sex (Optional): Female Male	Date of Birth (Optional):
Ethnicity (Optional, check one): White (Not Hispanic or Latino): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Black or African American (Not Hispanic or Latino): A person having origins in any of the black racial groups of Africa. Hispanic or Latino: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race. Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino): A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands. Asian (Not Hispanic or Latino): A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam. American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.	How did you hear about this vacancy? Publication? (please specify): _____ Referred by a City Employee Visit to Human Resources Office TV, Channel 3, KFON Fontana.org (City's website) "Notify Me" Email Job Information Line Indeed.com Facebook.com Twitter.com Monster.com Other: _____ <p style="text-align: center;"><u>POLICE POSITIONS ONLY</u></p> Referred By: _____ Position Held: _____ Signature of Referee: _____ (Required)