

Honorable Mayor and Members
of the City Council
City Hall
Torrance, CA

SUBJECT: HR – Approve the Revised Job Description for Pool Manager

EXPENDITURE: None

RECOMMENDATION

Recommendation of the Human Resources Manager that City Council approve the revised job description for Pool Manager.

Funding: None - there is no change to the salary.

BACKGROUND

The Pool Manager is currently vacant and vacant since June 2012 and there is a corresponding need to fill the vacancy. The Community Services Director requested that the job description be reviewed to ensure it accurately reflected the current responsibilities of the position prior to filling the vacancy. The Pool Manager job description has not been revised since 1986 and required revision to ensure that it accurately depicts the position and states the experience and certification requirements.

This is a non-civil service position which is represented by Torrance Recurrent Recreation Employees Organization (TRREO) and concurs in the recommendation before your Honorable Body.

ANALYSIS

The job description required revisions to reflect the range of duties including responsibility for the day-to-day operations of a municipal swimming pool, addition of job duties and knowledge and ability statements, addition of certifications required and revision of the education and experience requirements.

The **Reporting Relationships** section was added to reflect supervision received and supervision exercised.

Job Duties were added to reflect the duties performed in this position as follows:

- Supervises pool employees; supervisory duties include instructing, assigning and evaluating work, maintaining standards, coordinating activities, participating in the hiring of new employees, acting on employee problems, and recommending employee discipline as appropriate; and maintaining personnel records.
- Coordinates and supervises personnel and programs within Aquatics, including staff scheduling and assignments.
- Oversees the collection, recording and depositing of all monies received.
- Develop and assist with promotion and advertising of programs including creating and/or proofing flyers, brochures, press releases and on-line content.

The following **Knowledge and Abilities** Statements were added:

Knowledge of:

- Principles and techniques of lifeguarding, adult and/or child cardiopulmonary resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross;
- Methods for keeping water and surrounding areas safe for public use;

- Department policies and procedures, including health and safety rules pool;
- Techniques for providing a high level of customer service to effectively deal with the public, and City staff.

Ability to:

- Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling and disciplining staff;
- Perform water chemistry tests and use appropriate safety equipment when handling pool chemicals and equipment;
- Exercise tact and judgment when resolving problems;
- Make accurate arithmetic computations and accurately process cash transactions;

The following License or Certificate was added:

- Valid Class C Driver License.
- American Red Cross Lifeguard Certification.
- Lifeguard Instructor Trainer Certification is highly desirable.

Education and Experience was modified as follows:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or equivalent; and 3 years of related experience as an Assistant Pool Manager, Lifeguard or Aquatics Instructor. Related part-time experience will be credited in proportion to the average amount of time worked per year. Associates or Bachelor of Arts degree in a related field is highly desirable.

The **Special Requirements** section was added to reflect the working conditions and physical requirements of the position.

Respectfully submitted,



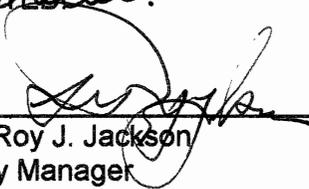
Melody Lawrence
Human Resources Manager

CONCUR:



Debbie Collins
TRREO President

~~CONCUR:~~



LeRoy J. Jackson
City Manager

Attachments: A. Revised Pool Manager Job Description
B. Existing Pool Manager Job Description

City of Torrance
At-will

Code: 0013
July 2012

POOL MANAGER

Position Summary

Under supervision, organizes and directs the operation of a municipal swimming pool and does related work as required.

Reporting Relationships

The Pool Manager reports directly to a Recreation Supervisor; and exercises supervision over the Assistant Pool Manager and other part-time employees of the pool.

Job Duties

- *Supervises pool employees; supervisory duties include instructing, assigning and evaluating work, maintaining standards, coordinating activities, participating in the hiring of new employees, acting on employee problems, and recommending employee discipline as appropriate; and maintaining personnel records.*
- *Coordinates and supervises personnel and programs within Aquatics, including staff scheduling and assignments.*
- *Monitors and develops pool program activities such as swimming lessons, swim meets and Aquacade.*
- *Maintains order in the pool and enforces pool safety rules and regulations.*
- *Evaluates situations and acts properly and quickly in emergencies.*
- *Recommends necessary equipment and supplies for the safe operation of the pool.*
- *Ensures the proper maintenance and sanitation of pool and facility.*
- *Oversees the collection, recording and depositing of all monies received.*
- *Develop and assist with promotion and advertising of programs including creating and/or proofing flyers, brochures, press releases and on-line content.*
- *Prepares and presents comprehensive written and oral reports, evaluations and analysis of programs, activities and the facility.*
- *May act as an instructor or provide lifeguard services.*
- *May provide water rescue and first aid/CPR procedures as necessary.*

Knowledge and Abilities:

Knowledge of:

- *Principles and methods of public swimming pool operations;*
- *Principles and techniques of lifeguarding, adult and/or child cardiopulmonary resuscitation (CPR) methods, and first aid, including rescuer methods as defined by the American Red Cross;*
- *Accepted teaching methods for swimming instruction, including those outlined by the American Red Cross;*
- *Methods for keeping water and surrounding areas safe for public use;*
- *Federal, State, and local codes, laws, and regulations related to operation of a municipal swimming;*
- *Department policies and procedures, including health and safety rules pool;*
- *Basic mathematical principles;*
- *English usage, spelling, vocabulary, grammar, and punctuation;*
- *Techniques for providing a high level of customer service to effectively deal with the public, and City staff.*

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Ability to:

- *Supervise the work of subordinate staff including coordinating, assigning, monitoring and evaluating work, hiring, training, counseling and disciplining staff;*
- *Perform duties of a Lifeguard/Instructor when necessary including swimming and teaching the six basic strokes;*
- *Perform cardiopulmonary resuscitation and render first aid;*
- *Perform water chemistry tests and use appropriate safety equipment when handling pool chemicals and equipment;*
- *Establish and maintain effective working relationships with the public and with other personnel;*
- *Communicate politely and cooperatively with members of the public and City employees;*
- *Exercise tact and judgment when resolving problems;*
- *Read, write and communicate in English;*
- *Make accurate arithmetic computations and accurately process cash transactions;*
- *Understand and follow oral and written instructions;*
- *Prepare clear and concise reports.*

License or Certificate:

Valid Class C Driver License.

American Red Cross Water Safety Instructor (WSI), American Red Cross First Aid for the Professional Rescuer, American Red Cross Cardiopulmonary Resuscitation for the Professional Rescuer (CPR), American Red Cross Lifeguard Certification.

Lifeguard Instructor Trainer Certification is highly desirable.

Education and Experience:

Any combination of education and experience that would have provided the knowledge and skills required is qualifying. A typical way to obtain the knowledge and skills would be:

Graduation from high school or equivalent; and 3 years of related experience as an assistant pool manager, lifeguard or aquatics instructor. Related part-time experience will be credited in proportion to the average amount of time worked per year. Associates or Bachelor of Arts degree in a related field is highly desirable.

Special Requirements

Performance of the essential duties of this position includes the following physical demands and/or working conditions:

Incumbents must be able to perform work that may involve lifting children and adults, in and out of the pool up to 150 pounds or more with assistance, pulling a cover over the pool surface with assistance, and lifting, straightening and moving pool deck furniture and equipment. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear; must be in good physical condition to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations.

Incumbents work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

City of Torrance

Code: 0013
November, 1986
(Revised)**Pool Manager
(Non-Civil Service)****Position Summary**

Under supervision, organizes and directs the operation of a municipal swimming pool and does related work as required.

Organizational Relationships

The Pool Manager reports directly to a full-time Recreation Professional. Distinguished from Assistant Pool Manager in that the Assistant Pool Manager does not have primary responsibility for the organization of a municipal swimming pool.

Representative Job Duties

- Directs pool activities and assigns duties and hours of work to subordinate personnel.
- Trains all subordinate pool personnel.
- Monitors pool program activities such as swimming lessons, swim meets and aquacades. Recommends necessary equipment and supplies for the safe operation of the pool.
- Writes reports on daily pool activities.
- Enforces rules and regulations of the pool.
- Apply cardiopulmonary resuscitation and first aid when necessary.
- May act as instructor or lifeguard when necessary.
- May treat pool water with chlorinators according to state and local health department requirements.

Knowledge, Skills and Abilities**Knowledge of:**

Principles and methods of public swimming pool operations;
State and local laws relating to operation of a municipal swimming pool;
Technical operation of chlorinators and filters;
Commonly accepted teaching methods for swimming instruction including those outlined by the American Red Cross;
Water safety rules, lifesaving techniques, and first aid procedures.

Ability to:

Train and direct swimming pool personnel;
Perform duties of a Lifeguard/Instructor when necessary;
Evaluate situations and act properly and quickly in emergencies;
Write daily pool activity reports;
Apply cardiopulmonary resuscitation and first aid;
Establish and maintain effective working relationships with the public and with other personnel.

License/Certificates

Must possess the following certificates at the time of appointment: American Red Cross Water Safety Instructor (W.S.I.); American Red Cross First Aid (multi-media, standard or advanced); and American Red Cross or American Heart Association Cardiopulmonary Resuscitation (C.P.R.)

Experience

Two summer sessions as lifeguard and swim instructor. One summer as Assistant Pool Manager or equivalent is desirable.

Education

No specific minimum.

LF:cw