



City of Culver City Senior Pool Manager

SALARY	\$5,355.35 - \$6,509.45 Monthly \$64,264.20 - \$78,113.36 Annually	LOCATION	CA 90232, CA
JOB TYPE	Full-Time	JOB NUMBER	00706
DEPARTMENT	Parks, Recreation & Community Services	OPENING DATE	06/10/2024

THE CITY

Culver City is a Charter City incorporated in 1917 and is a destination filled with outdoor cafes, unique shops, and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$325 million. The City provides a full range of municipal services including Fire, Police, Housing and Human Services, Public Works, Parks, Recreation, and Community Services (PRCS), and Transportation.

THE POSITION

Senior Pool Manager

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here. Essential functions include, but are not limited to, the following:

- Plans; implements; and oversees implementation of aquatics programs; activities; and events. Assist with researching; planning; and development of new aquatics programming and guidelines.

- Serves as lifeguard; teaches/facilitates swimming lessons and related classes and directs the patrolling of the pool and the enforcement of safety rules and regulations; provides customer service to pool patrons; collects fees for pool usage and assists in aquatic program registration.
- Coordinates the safety and maintenance of pool facility and equipment; monitors pool water temperature and chemistry; and maintains records of daily water conditions and health and safety conditions; inspects and observes facility to ensure maintenance of pool; equipment; applies County guidelines and regulations governing the operation of aquatic facilities.
- Plans and conducts certification/recertification courses and monthly staff training for all aquatics staff to ensure that staff can respond to an emergency in accordance with all applicable local and state requirements and industry standards.
- Anticipates hazardous conditions and takes precautionary measures. Responsible for the inspection and maintenance of the aquatic facilities along with performing other risk management responsibilities as assigned. Ensures that all hazards are reported and eliminated as soon as possible and/or securely guarded and patrons warned of their existence and that any perceived health or safety risk or necessary repairs to premises; or equipment are reported to the RCS Coordinator or higher-level position; verbally or in writing.
- Supervise staff and overall operation of facility. Carries out lead staff member responsibilities; including training in job skills; assigning and directing work; assisting staff in resolving problems; and reporting problems to RCS Coordinator or higher-level position; enforces swimming pool rules and regulations; maintains order in and around the swimming pool; oversees and assists in conducting aquatics program activities.
- Assists in development of facility schedule and procedural protocols including but not limited to the following; assisting in the development of operational scheduling policies and procedures; enforcement of safety protocols and procedures regarding facility scheduling; addressing regulatory guidelines for scheduling pool time for all aquatics programming; schedule and coordinate multiple aquatics programs in accordance with current operational standards.
- Assist in budget development; scheduling and management of events; facility maintenance; and the purchasing and inventorying of equipment. Make recommendations on purchases including obtaining quotes and bids; ordering and maintaining supplies; performing and/or coordinating basic equipment maintenance and repairs; and copying; sorting and/or filing information.
- Receives complaints/comments; presents alternatives; resolves conflicts and implements solutions. Actively works with customer problems to ensure the greatest level of satisfaction within policies and procedures. Refers sensitive situations to appropriate supervisory staff.
- Assist in the development and implementation of policies and procedures of Emergency Action Plans, employee manual and incident reporting.
- Perform other risk management responsibilities as assigned.
- Follows all applicable safety rules and regulations.

Important Job Duties:

- Performs customer service functions; answers phone and provides information; receives fees and processes receipts and takes registration information; assists in the creation of marketing material.
- Disseminates a variety of information to various agencies; divisions; or departments via telephone; email; mail; or facsimile.
- May serve as backup for other positions within the department.
- Performs other related duties as assigned.
- Keeps accurate records of pool temperature; chlorine; and pH of water; and other related factors daily; and submits written reports to the RCS Coordinator or higher- level position.
- Develops and distributes publicity on pool activities.
- May perform work at the business desk; in a supervisory capacity; may act as a liaison to managing permits; contracts; or agreements; or front office clerk. Prepares reports; maintains records and performs related duties as assigned; collects and accounts for money; prepares cash reports.
- Assumes responsibility for security and minor maintenance of equipment and materials at assigned aquatic facilities.
- Supervises overall activities at Aquatic facility or other sites; observes and monitors activities of participants to ensure that pool rules and regulations are followed; and that equipment is used in a safe manner; administers first aid as needed.

Minimum Requirements:

Education:

An Associate's degree or equivalent from a two-year college or technical school. Bachelor's degree is desirable.

AND:

Required Licenses and Certificates

- Possession of a valid class C driver license.
- Possession of valid American Red Cross or state recognized certificate(s) in the following at the time of appointment:
 1. Lifeguarding, First Aid, Cardiopulmonary Resuscitation, and Automated External Defibrillator (CPR/AED)
 2. Bloodborne Pathogens Certificate
 3. Water Safety Instructor
 4. Lifeguard Instructor

****Required certificates must be valid at time of appointment.****

AND:

Experience:

A minimum of 3 years of progressively responsible experience supervising lifeguards *or* providing swimming instruction at a

school or public swimming pool.

OR:

Opportunities for Substitution of Education

- Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

EXAMINATION PROCEDURES

Applicants must receive a passing score on all examination components to be placed on the eligible list.

Examination Components:

- **Performance Exam (Qualifying):** A qualifying 500-yard **swim test**. The maximum time allowed to complete the swim test is 9 minutes 30 seconds.
- **Oral Appraisal Interview (weighted at 100%):** Weighted components include education, training, experience and demonstrated capabilities (i.e., supervision, conflict management, interpersonal skills, and verbal communication).

ADDITIONAL INFORMATION

The provisions of this job posting do not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant after the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual

orientation/identification.

Conditions of Employment:

- Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.
- Pre-placement medical evaluation including drug screen (select positions).

E-Verify: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required at the time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Agency

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

<http://www.culvercity.org/jobs>