



CITY OF CULVER CITY
Established Date: Apr 24, 2024
Revision Date: Apr 24, 2024

Senior Pool Manager

Class Code:
341

Bargaining Unit: Culver City Employees
Association

SALARY RANGE

\$5,355.35 - \$6,509.45 Monthly
\$64,264.20 - \$78,113.36 Annually

CLASS CONCEPT:

Under general supervision, performs skilled recreation work in planning; coordinating; and directing a wide variety of assigned social; cultural or sports activities at assigned parks; aquatics facilities or community centers; performs related work as required. Characterized by higher level recreation program work in a supervisory capacity; responsibility for the organization and instruction of various programs and activities and providing lead direction to others in PRCS.

Supervision Received and Exercised

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ESSENTIAL JOB DUTIES:

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:

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.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of the equipment; facilities; operations; and techniques used in a comprehensive aquatic recreation program.
- Water chemistry and water management; including water filtration; water balance; and the mechanical operation of pool systems is desirable.
- Principles and techniques of instruction of aquatic activities.
- Applicable state; federal and local ordinances; codes; laws; rules; and regulations.
- Practices and principles of aquatics management.
- Principles and practices of recreation program planning; development; and administration.
- Pertinent health; fire and safety regulations affecting the use of municipal facilities.
- Crowd control methods
- Public relations; promotions; and marketing techniques.
- External governmental bodies and agencies related to area of assignment.
- Basic budgeting; accounting; and purchasing practices and principles.
- Knowledge of Pool maintenance.
- Pool safety rules and regulations
- Rescue Techniques
- CPR/First Aid
- Record keeping; report preparation; filing methods and records management techniques.

- Administrative principles and practices; including goal setting and implementation.
- Principles; practices; and techniques of effective customer service and collaborative problem solving.
- Project management techniques; including contract management.

Skill and Ability To:

- Enforce rules and regulations while maintaining recreational activities.
- Develop; coordinate; and direct varied activities involved in a community recreation program
- Supervise; assign; train; and organize children and adults.
- Supervise and coordinate the work of pool personnel.
- Instruct others in swimming.
- React with good judgment in an emergency.
- Express oneself clearly and concisely both verbally and in writing.
- Establish and maintain effective working relationships with employees; supervisors; participants; instructors; and the public.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Require vision (which may be corrected) to read small print.
- Ability to perform the required aquatic physical fitness; including the ability to swim 500 yards; tread water; lift and/or move up to 100 pounds; and retrieve/lift heavy swimmers; and stamina to sit and/or stand for long periods of time.
- Require the mobility to stand; stoop; reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Plan and supervise the work of paid staff and volunteers.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting; pushing and/or pulling of objects which may approximate 25 pounds and may occasionally weigh up to 100 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work with harsh and toxic substances.
- May be required to work evenings or weekends.
- While performing the essential functions of this job the employee is frequently required to stand; walk; and sit; reach with hands and arms; swim; use manual dexterity to operate machinery/tools; handle; seize; hold; or otherwise work with hands; climb or balance; stoop; kneel; crouch; or crawl; speak and hear; use odor and color perception and discrimination; and lift and/or move up to 50 pounds frequently and up to 100 pounds occasionally.

MISC. INFORMATION:

Schedule:

- Ability to work weekdays; weekends; and holidays as needed.
- Perform related duties as required.
- Enforces established rules and regulations and policies for safe utilization of the Plunge.
- Interviews; evaluates; and assists in hiring pool personnel.
- Plans and supervises and; at times, conducts recreation programs.
- Assists with planning of monthly emergency drills; and quarterly audits of pool safety.
- Promotes effective community relations and represents the Parks, Recreation and Community Services Department to the public using the Culver City Plunge.
- Prepares weekly reports on pool operations; maintenance; and programs.
- Assures immediate rescue of persons in trouble; provision of first aid and hospitalization; as needed.
- Working time requires irregular hours; various shifts; weekends; holidays and/or on-call status.
- Attendance at all in-service trainings is mandatory.