

Bulletin Number 3134BR

Type of Recruitment Open Competitive Job Opportunity

Department Parks and Recreation

Position Title POOL MANAGER

Additional Title APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED.

Exam Number D2966F

Filing Type Standard

Filing Start Date 03/06/2012

Filing End Date 04/05/2012

Filing End Time 5:00 pm PST

Salary Type Hourly

Salary Minimum 17.10

Salary Maximum 20.08

Position/Program Information Manages the operation of a swimming pool by providing administrative and technical supervision to pool lifeguard and locker room staff and maintains a safe pool environment.

Essential Job Functions

Prepares work schedules for staff, anticipating patron weekly attendance and insuring proper lifeguard coverage within budget limits.

Prepares employee performance evaluations, handles grievances at the first level, and resolve disciplinary problems or recommend a resolution to the immediate supervisor.

Establishes rules, regulations, and standards of safety at assigned facility within well-defined guidelines set by the department; maintains control over the number of patrons admitted to the facility to insure efficient patron usage and a minimum of disruptive behavior.

Determines level of training necessary to meet department standards and utilizes department's training and instructional procedures to plan content of training program for staff.

Instructs staff in first aid, swimming, and pool lifeguard and lifesaving principles, methods and techniques.

Develops lesson plans for Learn-to-Swim Program, adapting the basic County program to specific needs at assigned pool.

Conducts classes to instruct lifeguards in effective teaching techniques.

Responds to and resolves incidents at the pool such as persistent violations of safety rules, serious injuries, or minor confrontations among patrons.

Confers with parents of unruly patrons or unresponsive swimming students in an attempt to modify behavior so as to allow patrons to return to pool or students to learn to swim.

Operates mechanical equipment used at the pool facility including valves,

pumps, water conditioning equipment, and drains, in order to keep pool in operation; reads gauges to detect improper operation of the system; trains subordinate staff to perform minor maintenance and adjustment tasks; determines when pool fails to meet health standards and closes pool.

Reviews, verifies, and maintains employee time records, maintenance and service records, and pool supplies expenditures to insure budget control.

Completes and forwards incident reports in accordance with prescribed procedure; maintains pool log in which all incidents are recorded.

Engages in the physical fitness program established by the Department in order to maintain capability to perform pool lifesaving duties.

Requirements

SELECTION REQUIREMENTS: Three months' experience as a Senior Pool Lifeguard* in Los Angeles County **-OR-** Six months' experience supervising lifeguards or providing swimming instruction at a school or public swimming pool.

Candidates must also attend and successfully complete the Department's 64-hour Lifeguard Training Program and obtain the following required certificates by time of appointment:

Certification:

American Red Cross Lifeguarding Certificate
American Red Cross Emergency Medical Response Certificate
American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate
Los Angeles County Certificate for Professional Lifeguards
American Red Cross Water Safety Instructor's Certificate
American Red Cross Lifeguard Instructor's Certificate

Vision:

At least 20/30 with both eyes open with correction.

Physical Class

Physical Class IV – Arduous: Involves frequent heavy lifting over 25 pounds, often combined with bending, twisting, or working on irregular surfaces; and occasionally requires extraordinary physical activity.

**License(s)
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Desirable
Qualifications**

Emergency Medical Response Instructor Certificate
Emergency Medical Technician Certificate

**Special
Requirement
Information**

*To qualify, applicants must have County status in the class, as evidenced by holding or have held such payroll title.

To receive credit for the certifications listed in the Desirable Qualifications, applicants must upload / submit a copy of certificates confirming completion of course.

**Examination
Content**

This examination will consist of an evaluation of training and experience based on application information and desirable qualifications weighted 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible list.

**Special
Information**

FINGERPRINTING AND SECURITY CLEARANCE: Employment is subject to security clearance which may include fingerprinting. Any false

statement or omission of material fact may cause forfeiture of employment rights. Information presented on employment applications, resumes and during the examination process is subject to verification.

**Vacancy
Information**

The resulting eligible list for this examination will be used to fill vacancies in the Department of Parks and Recreation. The vacancies are located at various pools throughout Los Angeles County. **The positions are for recurrent employment ONLY.**

**Eligibility
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months following the date of promulgation.

Available Shift

Any

**Application and
Filing
Information**

APPLICATIONS MUST BE FILED ON-LINE. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX OR IN-PERSON WILL NOT BE ACCEPTED.

Go to: www.lacounty.gov and click the "view job opportunities" link

Fill out your application and Job Specific Questionnaire (if any) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during selection process.

INSTRUCTIONS FOR FILING ONLINE:

Applicants must apply online by clicking on the link above or below this bulletin that reads, **Apply to Job** so you can apply online and track the status of your application and get notified of your progress by mail.

We must receive your application and Job Specific Questionnaire (if any) by 5:00 pm, Pacific Time, on the last day of filing.

Note: If you are unable to attach required documents, you may fax them to (213) 386-6620 within five (5) days of filing online or by 5:00pm, PST, on the last day of filing, whichever comes first. **Please include your Name, the Exam Number, and the Exam Title on faxed documents.**

ADDITIONAL INFORMATION REGARDING ONLINE FILING:

SOCIAL SECURITY NUMBER:

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES:

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD:

All applicants must file their application online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

County of Los Angeles Information

View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

Department Contact Name	Human Resources Office
Department Contact Phone	(213) 738-2995
Department Contact Email	www.lacountyparks.org
ADA Coordinator Phone	(213) 738-2970
Teletype Phone	(213) 427-6118
California Relay Services Phone	(800) 735-2922
Job Field	Public Safety/Law Enforcement/Probation Recreation
Job Type	Service/Maintenance