



CITY OF CRESCENT CITY

Invites you to apply for

RELIEF POOL SUPERVISOR

\$16.36 — \$19.89

HOURLY SALARY AND EXCELLENT BENEFIT PACKAGE

The City of Crescent City is seeking to recruit for Relief Pool Supervisor at the Fred Endert Municipal Pool. This is an open job recruitment. Applications can be picked up at City Hall or online at www.crescentcity.org.

Application deadline is 5:00 p.m. on January 18, 2022.

The City reserves the right to extend the filing deadline as necessary.

GENERAL STATEMENT OF DUTIES: This is a full-time position that assists the Aquatics Supervisor in overseeing the daily operations of the pool and in administering the pool's instructional programs. May perform lifeguard duties as needed.

ESSENTIAL DUTIES: Daily operations may include but are not limited to scheduling, hiring, daily worksheets, and special events; Ensures that all reports are provided to the Aquatics Supervisor regarding actions, accidents and incidents involving personnel or patrons of the facility; Assists in providing training and monitors employees adherence to the staff manual, including the completion of maintenance duties; Assists in the monitoring of the pool chemistry, including specialty chemicals, and follows proper procedures in the event the chemistry is out of balance; Assists in maintaining records and filing of all required forms; Assists with the transfer of information from the daily register tape and the daily cash sheet to appropriate forms; Performs cashier duties, assists customers and answers the telephone; Responsible for the efficient operation of the facility's swim lesson program; Assists in scheduling and assigning instructors and aides; teaches swim lessons when needed; Prepares and coordinates lesson registration and training records and record keeping for pool records, Starfish Aquatics Institute and Starguard; Works with the Aquatics Supervisor and local schools in developing swim lesson programs; May need to remain on-call (available by phone) during all pool operating hours; Performs other related duties as assigned. This position is supervised by the Aquatics Supervisor and provides supervision and guidance to Designated Head Lifeguards, Lifeguards, Water Safety Instructors/Aides, Aquatic Specialty Program Instructors, volunteers and other pool staff.

JOB REQUIREMENTS: *(The following are a representative sample of knowledge, skill and abilities necessary to perform the essential duties of the position.)*

Knowledge, Skills and Ability to:

Meet standards set by Starguard or equivalent; Work a flexible schedule or split shift; Swim 500 yards in 12 minutes or less; Swim 50 yards in 45 seconds or less; If unable to meet either of the above time requirements, must be able to meet requirements within 90 days of failure; Effectively supervise and delegate to subordinate staff; Provide effective leadership and instruction; Perform duties in a tactful and professional manner; Effectively educate patrons and enforce all rules and regulations of the facility; Establish and maintain effective working relationships with those contacted in the course of work; Organize, prepare and teach classes and programs; Plan and organize work schedules; Develop good public relations skills, including a friendly, courteous and enthusiastic attitude; Monitor and adjust pool chemistry; Perform various pool maintenance and custodial tasks; Perform routine cashier and clerical office work.



QUALIFICATIONS: *Any combination of education, experience and training which demonstrates the required knowledge and ability to successfully perform the essential job duties.*

EDUCATION: High school diploma or equivalent.

EXPERIENCE: A minimum of one year satisfactory work experience as a designated head lifeguard or equivalent.

LICENSE/CERTIFICATION:

Certifications:

- ⇒ American Red Cross Lifeguarding/First Aid/CPR/AED or Starfish Aquatics Institute Star Guard;
- ⇒ Starfish Swimming Instructor or American Red Cross Water Safety Instructor;
- ⇒ Aquatic Exercise Association Water Fitness Profession or equivalent group Water Exercise Certification or ability to obtain within 12 months of hire;
- ⇒ Certified Pool Operator or the ability to obtain within six (6) months of hire;
- ⇒ Lifeguard/Star Guard Instructor certification.

Possession of a valid California Motor Vehicle Operators License issued by the State Department of Motor Vehicles or equivalent if a resident of another state; must maintain driver's license in compliance with the City employee driving standards.

APPLICATION PROCESS: A City of Crescent City application and Supplemental Questions must be received in the Human Resources Department by 5:00 p.m. on the final filing date. Application materials are available at City Hall on the Job Board or in Human Resources.

FINAL FILING DATE: 5:00 p.m., Tuesday, January 18, 2022.

Wage and Benefits

Hourly Wage: \$16.36 — \$19.89/hr.

Retirement: PERS 2.5% @ 55 for classic members; 2% @ 62 for new members. Employee pays 8% PERS member contribution.

Health: The City provides up to \$1,540.00/month in a flexible benefit plan to apply towards health benefits, including medical, dental, vision, air ambulance, long-term disability, and life insurance.

Vacation Leave: Vacation is accrued at 4 hours biweekly upon employment and increases with time in service. There is an accumulation limit.

Sick Leave: Sick leave is accrued at 4 hours biweekly with an accumulation limit.

Holidays: 12 paid holidays per year.

Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

Equal Employment Opportunity/Reasonable Accommodation:

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the interview process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department prior to your interview date.

For any questions, please contact Human Resources.

City of Crescent City- Human Resources
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www.crescentcity.org