

City of Stockton

POOL MANAGER

(Part-time Seasonal)

Established	--/--/----
Resolution:	CC---
Spec Adopted:	--/--/----
Resolution:	CS---
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

DEFINITION

Under general supervision, plans, leads, assigns, schedules, and participates in the work of staff responsible for performing aquatics duties at the City's aquatics facilities. Assists with the day-to-day aquatic's operations, ensures that facilities are prepared and maintained for public use, and provides administrative support in the delivery of aquatics programs. Monitors activities in the water, pool, decks, and ancillary areas of City aquatics facilities to ensure the safety of patrons; explains and enforces aquatics policies, regulations, and rules; performs rescues and administers first aid, CPR, and AED as needed; and performs related work as required.

CLASS CHARACTERISITICS

This is the senior-level classification in the Aquatics series responsible for assisting the Recreation Coordinator in planning, overseeing, and directing the operations, services, staff, and activities of various aquatics areas. Incumbents may also participate in operational activities, such as lifeguarding and class instruction. Performance requires ability to work independently with initiative and discretion within established guidelines. Incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Assistant Pool Manager by the assignment of more complex tasks requiring a greater level of technical and specialized knowledge and a higher degree of independent judgment, including serving in a lead capacity over lower-level staff.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Plans, leads, assigns, directs, and participates in the work of staff responsible for performing lifeguard duties at the City's aquatics facilities; assigns lifeguard staff to daily rotation schedules, ensuring proper coverage at all times.
- Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to Recreation Coordinator or Recreation Supervisor as appropriate.
- Leads training sessions, including safety drills and other emergency procedures; ensures that aquatics staff attend required trainings and maintains related records.
- Oversees daily operations in the absence of the Recreation Coordinator.
- Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of City aquatics facilities to prevent accidents and to ensure the safety and well-being of patrons.

- Implements and monitors City policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Performs the work of lower-level staff, including, but not limited to, all required lifeguard-training skills and class instruction as needed.
- Monitors facility use; responsible for opening, closing, and securing the facility, including setting and disarming alarm systems; checking equipment and placing in the proper location; performing pool chemistry testing; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing facility.
- Inspects and maintains swimming and pool equipment for functionality; ensures proper placement and availability in the pool area; recommends maintenance and repair as needed.
- Maintains records of participation and completes required reports.
- Performs routine administrative duties including answering phone calls, counter reception, cash handling, and participant registration.
- Gives direction to swim instructors in planning and organizing class teaching outlines, methods, and goals that support the general teaching outlines provided by the American Red Cross Learn to Swim Program.
- May be required to organize and direct activities of assigned students to provide a high level of quality instruction to all students in the absence of a swim instructor.
- Ensures that all aquatics program participants have completed necessary paperwork and waivers, are attending classes regularly, receive appropriate certificates/awards and maintain course records at the end of the session.
- Assists with City special events as needed.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of leadership in an aquatics environment;
- Principles and techniques of lifeguarding, including lifesaving methods and procedures;
- Organization and operation of the aquatics facilities, including maintenance, occupational hazards, and standard safety practices;
- Operational characteristics of water rescue safety equipment and devices;
- Modern office practices, methods, and computer equipment and applications related to the work;

- Relevant laws, rules, regulations, policies, and procedures;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Working efficiently within the parameters of an established Emergency Action Plan;
- Understanding and maintaining the organization and operation of the City's aquatics facilities;
- Learning, monitoring, and enforcing City's regulations, policies, and procedures;
- Reacting to and handling water rescue and medical emergencies in a safe and effective manner;
- Administering first aid, CPR, and AED as needed;
- Exiting from a pool/attraction at any point without the use of ladders, steps, or a zero-depth exit;
- Surface diving, feet-first or head-first, to the bottom of the pool to retrieve a 10-pound object.
- Using appropriate safe work practices and equipment;
- Keeping basic written records of work performed and assist with training;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing, and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives, and activities.

Education/Experience:

Possession of a high school diploma or GED (or a current high school student) and at least one (1) season of experience at an Assistant Pool Manager level.

Other Requirements:

- Must be at least 18 years old of age.
- Must possess a current American Red Cross Lifeguard Certification including First Aid for Public Safety Personnel (Title 22), Administering Emergency Oxygen, Anaphylaxis and Epinephrine Auto-Injector, Blood borne Pathogens and Asthma Inhaler Training.
- Must possess a current American Red Cross Lifeguard Instructor Certification.
- Must possess a current American Red Cross Lifeguard Management Certification.
- Must possess a current American Red Cross Water Safety Instructor Certification.

- An American Red Cross Lifeguard Instructor Trainer Certification is highly desirable.

Physical/Mental Abilities:

- Mobility – Frequent sitting, walking, bending, and twisting; occasional squatting, climbing, kneeling, and crawling;
- Lifting and Carrying – Occasional lifting and carrying of 100 lbs.; heights and weights may vary depending on rescue and size of guest needing assistance;
- Vision – Ability to read fine print, read and see computer screens, and read and produce printed material and information;
- Dexterity – Occasional simple grasping, power grasping, fine manipulation, pushing and pulling, and reaching; repetitive hand use required;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation, and understand what people are saying in normal conversation and frequently over noise and in outside environments;
- Special Requirements – Frequently works days and weekends; occasionally works nights; must maintain required certifications to operate as a Pool Manager;
- Emotional/Psychological – Ability to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work alone;
- Environmental Conditions – Occasional to frequent exposure to noise; occasional to moderate risk of exposure to hazardous materials; work in outdoor conditions with frequent exposure to sun, to bio-hazards and around equipment and machinery;
- Working Conditions – Varies among programs; may work in an office environment, in an aquatic pool setting with slippery floors, and/or outdoors, where conditions could be primarily loud; and
- Mental – Ability to understand, remember, and communicate routine information, understand complex problems, collaborate, and explore alternative solutions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____

City of Stockton

ASSISTANT POOL MANAGER

(Part-time Seasonal)

Established	--/--/----
Resolution:	CC---
Spec Adopted:	--/--/----
Resolution:	CS---
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

DEFINITION

Under general supervision, plans, leads, assigns, schedules, and participates in the work of staff responsible for performing aquatics duties at the City's aquatics facilities. Assists with the day-to-day aquatics' operations, ensures that facilities are prepared and maintained for public use. Monitors activities in the water, pool, decks, and ancillary areas of City aquatics facilities to ensure the safety of patrons; explains and enforces aquatics policies, regulations, and rules; performs rescues and administers first aid, CPR, and AED as needed; and performs related work as required.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Aquatics series responsible for providing direction and training to lower-level staff and for ensuring that the City's aquatics facilities are maintained in a safe and effective working condition. Incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Senior Lifeguard and Aquatics Instructor by the assignment of more complex tasks requiring a greater level of technical and specialized knowledge and a higher degree of independent judgment, including serving in a lead capacity over lower-level staff.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Plans, leads, assigns, directs, and participates in the work of staff responsible for performing lifeguard duties at the City's aquatics facilities; assigns lifeguard staff to daily rotation schedules, ensuring proper coverage at all times.
- Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to Pool Manager, Recreation Coordinator or Recreation Supervisor as appropriate.
- Assists Pool Manager in leading training sessions, including safety drills and other emergency procedures; ensures that aquatics staff attend required trainings and maintains related records.
- Oversees daily operations in the absence of the Pool Manager.
- Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of City aquatics facilities to prevent accidents and to ensure the safety and well-being of patrons.
- Implements and monitors City policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Performs the work of lower-level staff, including, but not limited to, all required lifeguard-training skills and class instruction as needed.

- Monitors facility use; responsible for opening, closing, and securing the facility, including setting and disarming alarm systems; checking equipment and placing in the proper location; performing pool chemistry testing; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing facility.
- Inspects and maintains swimming and pool equipment for functionality; ensures proper placement and availability in the pool area; recommends maintenance and repair as needed.
- Maintains records of participation and completes required reports.
- Performs routine administrative duties including answering phone calls, counter reception, cash handling, and participant registration.
- Gives direction to swim instructors in planning and organizing class teaching outlines, methods, and goals that support the general teaching outlines provided by the American Red Cross Learn to Swim Program.
- May be required to organize and direct activities of assigned students in order to provide a high level of quality instruction to all students in the absence of a swim instructor.
- Ensures that all aquatics program participants have completed necessary paperwork and waivers, are attending classes regularly, receive appropriate certificates/awards and maintain course records at the end of the session.
- Assists with City special events as needed.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of leadership in an aquatics environment;
- Principles and techniques of lifeguarding, including lifesaving methods and procedures;
- Organization and operation of the aquatics facilities, including maintenance, occupational hazards, and standard safety practices;
- Operational characteristics of water rescue safety equipment and devices;
- Modern office practices, methods, and computer equipment and applications related to the work;
- Relevant laws, rules, regulations, policies, and procedures;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Working efficiently within the parameters of an established Emergency Action Plan;
- Understanding and maintaining the organization and operation of the City's aquatics facilities;
- Learning, monitoring, and enforcing City's regulations, policies, and procedures;
- Reacting to and handling water rescue and medical emergencies in a safe and effective manner;
- Administering first aid, CPR, and AED as needed;
- Exiting from a pool/attraction at any point without the use of ladders, steps, or a zero-depth exit;
- Using appropriate safe work practices and equipment;
- Keeping basic written records of work performed and assist with training;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives, and activities.

Education/Experience:

Possession of a high school diploma or GED (or a current high school student) and at least one (1) season of experience at the Senior Lifeguard or Aquatics Instructor level.

Other Requirements:

- Must be at least eighteen (18) years of age.
- Must possess a current American Red Cross Lifeguard Certification, including First Aid for Public Safety Personnel (Title 22), Administering Emergency Oxygen, Anaphylaxis and Epinephrine Auto-Injector, Bloodborne Pathogens and Asthma Inhaler Training.
- An American Red Cross Lifeguard Instructor Trainer Certification and Water Safety Instructor Certification are highly desirable.

Physical/Mental Abilities:

- Mobility – Frequent sitting, walking, bending, and twisting; occasional squatting, climbing, kneeling, and crawling;
- Lifting and Carrying – Occasional lifting and carrying of 100 lbs.; heights and weights may vary depending on rescue and size of guest needing assistance;
- Vision – Ability to read fine print, read and see computer screens, and read and produce printed material and information;

- Dexterity – Occasional simple grasping, power grasping, fine manipulation, pushing and pulling, and reaching; repetitive hand use required;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation, and understand what people are saying in normal conversation and frequently over noise and in outside environments;
- Special Requirements – Frequently works days and weekends; occasionally works nights; must maintain required certifications to operate as an Assistant Pool Manager;
- Emotional/Psychological – Ability to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work alone;
- Environmental Conditions – Occasional to frequent exposure to noise; occasional to moderate risk of exposure to hazardous materials; work in outdoor conditions with frequent exposure to sun, to bio-hazards and around equipment and machinery;
- Working Conditions – Varies among programs; may work in an office environment, in an aquatic pool setting with slippery floors, and/or outdoors, where conditions could be primarily loud; and
- Mental – Ability to understand, remember, and communicate routine information, understand complex problems, collaborate, and explore alternative solutions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____

Established	--/--/----
Resolution:	CC---
Spec Adopted:	--/--/----
Resolution:	CS---
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

City of Stockton

SENIOR LIFEGUARD

(Part-time Seasonal)

DEFINITION

Under general supervision, opens, closes, and secures the pool facility; monitors activities in the water, pool decks, and ancillary areas of aquatics facilities to ensure the safety of patrons; explains and enforces swimming programs and pool policies, regulations, and rules. Performs rescues and administers first aid, CPR, and AED as needed; prepares facilities and sets up equipment for special activities and events; and performs related work as required.

CLASS CHARACTERISITICS

This is a journey-level classification in the Aquatics series responsible for performing the full range of lifeguard duties, including patron safety, and opening/closing an assigned pool facility. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the aquatics operating procedures and policies. This classification is distinguished from the Assistant Pool Manager in that the latter provides technical and functional direction over assigned aquatic staff.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of City aquatics facilities to prevent accidents and to ensure the safety and well-being of patrons.
- Implements and monitors City policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Responsible for opening, closing, and securing the facility, including setting and disarming alarm systems; checking equipment and placing in the proper location; performing pool chemistry testing; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing facility.
- Prepares facilities and sets up equipment for scheduled aquatics activities and events; may assist in the implementation of aquatics programs and special events.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair, as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Assists with City special events as needed.

- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of lifeguarding, including lifesaving methods and procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Modern office practices, methods, and computer equipment including relevant software programs;
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Working efficiently within the parameters of an established Emergency Action Plan;
- Learning and understanding the organization and operation of the City's aquatics complexes;
- Learning, monitoring, and enforcing City's regulations, policies, and procedures;
- Reacting to and handling water rescue and medical emergencies in a safe and effective manner;
- Administering first aid, CPR, and AED as needed;
- Exiting from a pool/attraction at any point without the use of ladders, steps, or a zero-depth exit;
- Maintaining complexes and equipment in a clean, safe, and secure manner;
- Using appropriate safe work practices and equipment;
- Keeping basic written records of work performed;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and

- Contributing effectively to the accomplishments of City goals, objectives, and activities.

Education/Experience:

Must be at least sixteen (16) years of age and enrolled in high school (or possess a high school diploma or GED) and at least one (1) season of American Red Cross lifeguard experience.

Other Requirements:

- Must possess and maintain an American Red Cross Lifeguard Certification, including First Aid for Public Safety Personnel (Title 22), Administering Emergency Oxygen, Anaphylaxis and Epinephrine Auto-Injector, Bloodborne Pathogens and Asthma Inhaler Training.
- Knowledge of recreation services, aquatic programs, and the ability to deal effectively with both youth and adults, and work without immediate supervision.

Physical/Mental Abilities:

- Mobility – Frequent sitting, walking, bending, and twisting; occasional squatting, climbing, kneeling, and crawling;
- Lifting and Carrying – Occasional lifting and carrying of 100 lbs.; heights and weights may vary depending on rescue and size of guest needing assistance;
- Vision – Ability to read fine print, read and see computer screens, and read and produce printed material and information;
- Dexterity – Occasional simple grasping, power grasping, fine manipulation, pushing and pulling, and reaching; repetitive hand use required;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation, and understand what people are saying in normal conversation, over the phone, and frequently over noise;
- Special Requirements – Frequently works days and weekends; occasionally works nights; must maintain required certifications to operate as a Senior Lifeguard;
- Emotional/Psychological – Ability to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work alone;
- Environmental Conditions – Occasional to frequent exposure to noise; occasional to moderate risk of exposure to hazardous materials; work in outdoor conditions, around equipment and machinery, and with bio-hazards;
- Working Conditions – Varies among programs; may work in an office environment, in an aquatic pool setting with slippery floors, and/or outdoors, where conditions could be primarily loud or primarily quiet; and
- Mental – Ability to understand, remember, and communicate routine information, understand complex problems, collaborate, and explore alternative solutions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-

related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____

City of Stockton

LIFEGUARD

(Part-time Seasonal)

Established	--/--/----
Resolution:	CC---
Spec Adopted:	--/--/----
Resolution:	CS---
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

DEFINITION

Under immediate supervision, monitors activities in the water, pool decks, and ancillary areas of aquatics facilities to ensure the safety of patrons; learns, explains, and enforces safe swimming programs and pool policies, regulations, and rules. Performs rescues and administers first aid, CPR, and AED as needed; and performs related work as required.

CLASS CHARACTERISTICS

This is an entry-level class in the Aquatics series. Initially under close supervision, incumbents learn to perform essential lifeguard duties. These duties are performed under direct supervision provided by higher-level personnel. As additional experience and proficiency is gained, duties become more diversified and are performed under less supervision. This class is distinguished from Senior Lifeguard, which is the journey-level class in this series capable of performing the full range of lifeguard duties which includes patron safety and opening/closing an assigned pool facility.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Provides aquatics safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of City aquatic facilities to prevent accidents, and to ensure the safety and well-being of patrons.
- Implements and monitors City policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Assists with City special events as needed.
- Represents the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Fosters an environment that embraces integrity, service, inclusion, and collaboration.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of lifeguarding, including lifesaving methods and procedures.
- Operational characteristics of water rescue safety equipment and devices.
- Modern office practices, methods, and computer equipment including relevant software programs;
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Working efficiently within the parameters of an established Emergency Action Plan;
- Learning and understanding the organization and operation of the City's aquatics complexes;
- Learning, monitoring, and enforcing City's regulations, policies, and procedures;
- Reacting to and handling water rescue and medical emergencies in a safe and effective manner;
- Administering first aid, CPR, and AED as needed;
- Exiting from a pool/attraction at any point without the use of ladders, steps, or a zero-depth exit;
- Maintaining pool facilities and equipment in a clean, safe, and secure manner;
- Using appropriate safe work practices and equipment;
- Keeping basic written records of work performed;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives and activities.

Education/Experience:

Must be at least fifteen (15) years of age and enrolled in high school (or possess a high school diploma or GED).

Other Requirements:

- Must possess and maintain an American Red Cross Lifeguard Certification, including First Aid for Public Safety Personnel (Title 22), Administering Emergency Oxygen, Anaphylaxis and Epinephrine Auto-Injector, Bloodborne Pathogens and Asthma Inhaler Training.

Physical/Mental Abilities:

- Mobility – Frequent sitting, walking, bending, and twisting; occasional squatting, climbing, kneeling, and crawling;
- Lifting and Carrying – Occasional lifting of 100 lbs.; heights and weights may vary depending on rescue and size of guest needing assistance;
- Vision – Ability to read fine print, read and see computer screens, and read and produce printed material and information;
- Dexterity – Occasional simple grasping, power grasping, fine manipulation, pushing and pulling, and reaching; repetitive hand use required;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation, and understand what people are saying in normal conversation and frequently over noise and in outside environments;
- Special Requirements – Frequently works days and weekends; occasionally works nights; must maintain required certifications to operate as a Lifeguard.
- Emotional/Psychological – Ability to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work alone;
- Environmental Conditions – Occasional to frequent exposure to noise; occasional to moderate risk of exposure to hazardous materials; work in outdoor conditions with frequent exposure to sun, to bio-hazards and around equipment and machinery;
- Working Conditions – Varies among programs; may work in an office environment, in an aquatic pool setting with slippery floors, and/or outdoors, where conditions could be primarily loud; and
- Mental – Ability to understand, remember, and communicate routine information, understand complex problems, collaborate, and explore alternative solutions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____

City of Stockton

Established	--/--/----
Resolution:	CC---
Spec Adopted:	--/--/----
Resolution:	CS---
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

AQUATICS INSTRUCTOR

(Part-time Seasonal)

DEFINITION

Under general supervision, plans and instructs swim lessons; delivers skill-focused lessons based upon participant abilities and/or certification criteria. Provides learning tools and equipment; delivers instructional materials; ensures the safety of patrons using safe instructional practices; maintains program records and files; and performs related work as required.

CLASS CHARACTERISTICS

This journey-level classification of the Aquatics series is responsible for performing assigned instruction program duties, including class planning and delivery and ensuring a safe environment for patrons. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment to ensure the efficient functioning of the assigned area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is reviewed for appropriateness and conformity to policy and requirements. This classification is distinguished from the Aquatics Assistant by the assignment of more complex tasks requiring a greater level of technical and specialized knowledge and a higher degree of independent judgment, including serving in a lead capacity over lower-level staff.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Serves as a subject matter expert; plans and implements a variety of American Red Cross swimming lessons; delivers skill-focused lessons based upon participant abilities and/or certification criteria.
- Plans and organizes class teaching outlines, methods, and goals that support the general teaching outlines provided by the American Red Cross.
- Provides technical guidance to participants by demonstrating multiple methods and techniques performed within the specialized training area; provides participants with the knowledge and tools needed for skill development.
- Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to management as appropriate.
- Implements and monitors City policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Provides strong customer service skills, establishes, maintains, and fosters positive and effective working relationships.
- Performs administrative tasks, such as preparing reports and maintaining records.

- Assists with City special events as needed.

QUALIFICATIONS

Knowledge of:

- Principles of safety and instruction in an aquatics environment;
- Principles and techniques of lifeguarding, including lifesaving methods and procedures;
- Organization and operation of the aquatics facilities, including maintenance, occupational hazards, and standard safety practices;
- Operational characteristics of water rescue safety equipment and devices;
- Modern office practices, methods, and computer equipment and applications related to the work;
- Relevant laws, rules, regulations, policies, and procedures;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Working efficiently within the parameters of an established Emergency Action Plan;
- Understanding and maintaining the organization and operation of the City's aquatics facilities;
- Learning, monitoring, and enforcing City's regulations, policies, and procedures;
- Reacting to and handling water rescue and medical emergencies in a safe and effective manner;
- Administering first aid, CPR, and AED as needed;
- Exiting from a pool/attraction at any point without the use of ladders, steps, or a zero-depth exit;
- Using appropriate safe work practices and equipment;
- Keeping basic written records of work performed and assist with training;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives, and activities.

Education/Experience:

Must be at least sixteen (16) years of age and enrolled in high school (or possess a high school diploma or GED).

Other Requirements:

- Possession of an American Red Cross Water Safety Instructor Certification or a Lifeguard Instructor Certification.
- Must possess and maintain an American Red Cross Adult/Pediatric First Aid/CPR and AED Certification within 90 days of employment.

Physical/Mental Abilities:

- Mobility – Frequent sitting, walking, bending, and twisting; occasional squatting, climbing, kneeling, and crawling;
- Lifting and Carrying – Occasional lifting and carrying of 100 lbs.; heights and weights may vary depending on rescue and size of guest needing assistance;
- Vision – Ability to read fine print, read and see PC screens, and read and produce printed material and information;
- Dexterity – Occasional simple grasping, power grasping, fine manipulation, pushing and pulling, and reaching; Repetitive hand use required;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation, and understand what people are saying in normal conversation, over the phone, and frequently over noise;
- Special Requirements – Frequently works days and weekends; occasionally works nights; must maintain required certifications to operate as an Aquatics Instructor;
- Emotional/Psychological – Ability to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work alone;
- Environmental Conditions – Occasional to frequent exposure to noise; occasional to moderate risk of exposure to hazardous materials; work in outdoor conditions with frequent exposure to sun, to biohazards, and around equipment and machinery;
- Working Conditions – Varies among programs; may work in an office environment, in an aquatic pool setting with slippery floors, and/or outdoors, where conditions could be primarily loud; and
- Mental – Ability to understand, remember, and communicate routine information, understand complex problems, collaborate, and explore alternative solutions.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the American with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

APPROVED:

ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES

DATE: _____

City of Stockton

Established	--/--/----
Resolution:	CC---
Spec Adopted:	--/--/----
Resolution:	CS---
CS Status:	Unclassified
Unit:	N/A
FLSA Status:	Non-Exempt

AQUATICS ASSISTANT

(Part-time Seasonal)

DEFINITION

Under immediate supervision, assists in the instruction of swimming classes for a diverse range of patrons. Helps coordinate and deliver age-appropriate and skill-focused lessons based upon participant abilities. Provides learning tools and equipment; delivers instructional materials; ensures the safety of patrons using safe instructional practices; maintains program records and files; and performs related work as required.

CLASS CHARACTERISITICS

This is an entry level classification of the Aquatics series. Under close supervision, incumbents learn to perform essential swim instruction duties. Work is supervised while in progress and fits an established structure or pattern. As experience is gained, assignments become more varied. Work is typically reviewed upon completion for appropriateness and conformity to policy and requirements.

PRINCIPAL DUTIES (Illustrative Only)

Duties may include, but are not limited to, the following:

- Assists with swimming and water safety instructional programs; delivers technical guidance, age-appropriate and skill-focused lessons based upon participant abilities.
- Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to higher-level staff as appropriate.
- Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of District aquatics facilities to prevent accidents, and to ensure the safety and well-being of patrons.
- Works collaboratively with patrons and aquatics staff to ensure a positive learning environment.
- Inspects and maintains swimming and pool equipment for functionality; ensures proper placement and availability in the pool area; recommends maintenance and repair as needed.
- Monitors City policies and procedures; enforces aquatics regulations; cautions patrons regarding unsafe activities.
- Provides strong customer service skills, establishes, maintains, and fosters positive and effective working relationships.
- Assists with City special events as needed.

QUALIFICATIONS

Knowledge of:

- Principles of safety and instruction in an aquatics environment;
- Organization and operation of the aquatics facilities, including maintenance, occupational hazards, and standard safety practices;
- Operational characteristics of water rescue safety equipment and devices;
- Modern office practices, methods, and computer equipment and applications related to the work;
- Relevant laws, rules, regulations, policies, and procedures;
- Safe work practices; and
- Principles and practices of excellent customer service.

Skill in:

- Working efficiently within the parameters of an established Emergency Action Plan;
- Understanding and maintaining the organization and operation of the City's aquatics facilities;
- Learning, monitoring, and enforcing City's regulations, policies, and procedures;
- Administering first aid, CPR, and AED as needed;
- Exiting from a pool/attraction at any point without the use of ladders, steps, or a zero-depth exit;
- Using appropriate safe work practices and equipment;
- Keeping basic written records of work performed and assist with training;
- Understanding and carrying out oral and written instructions and prioritize workload to meet deadlines;
- Reading, writing and comprehending the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation;
- Communicating effectively, tactfully and positively in both oral and written form;
- Operating and using modern office equipment and technology, including computers and applicable software;
- Utilizing appropriate safety procedures and practices for assigned duties;
- Establishing and maintaining effective working relationships with those contacted in the course of work; and
- Contributing effectively to the accomplishments of City goals, objectives, and activities.

Education/Experience:

Must be at least fourteen (14) years of age and enrolled in high school (or possess a high school diploma or GED).

Other Requirements:

- Must possess and maintain an American Red Cross Adult/Pediatric First Aid/CPR and AED Certification within 90 days of employment.

Physical/Mental Abilities:

- Mobility – Frequent sitting, walking, bending, and twisting; occasional squatting, climbing, kneeling, and crawling;
- Lifting and Carrying – Occasional lifting and carrying of 100 lbs.; heights and weights may vary depending on rescue and size of patron needing assistance;
- Vision – Ability to read fine print, read and see computer screens, and read and produce printed material and information;
- Dexterity – Occasional simple grasping, power grasping, fine manipulation, pushing and pulling, and reaching; repetitive hand use required;
- Hearing/Talking – Ability to detect specific noises, proper equipment operation, and understand what people are saying in normal conversation and frequently over noise and in outside environments;
- Special Requirements – Frequently works days and weekends; occasionally works nights; must maintain required certifications to operate as an Aquatics Assistant;
- Emotional/Psychological – Ability to concentrate, make decisions, work with the public, exercise sound judgment, handle stressful situations, and work alone;
- Environmental Conditions – Occasional to frequent exposure to noise; occasional to moderate risk of exposure to hazardous materials; work in outdoor conditions with frequent exposure to sun, to biohazards, and around equipment and machinery;
- Working Conditions – Varies among programs; may work in an office environment, in an aquatic pool setting with slippery floors, and/or outdoors, where conditions could be primarily loud; and
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APPROVED:

*ROSEMARY RIVAS
DIRECTOR OF HUMAN RESOURCES*

DATE: _____

Part Time Aquatics Series Salary Ranges

CLASSIFICATION	PROPOSED HOURLY WAGE				
Pool Manager	\$ 21.84	\$ 22.99	\$ 24.20	\$ 25.47	\$ 26.81
Assistant Pool Manager	\$ 20.10	\$ 21.16	\$ 22.27	\$ 23.45	\$ 24.68
Lifeguard	\$ 17.45	\$ 17.99	\$ 18.55	\$ 19.12	\$ 19.71
Senior Lifeguard	\$ 18.70	\$ 19.64	\$ 20.45	\$ 21.07	\$ 21.72
Aquatics Instructor	\$ 19.45	\$ 20.16	\$ 20.89	\$ 21.64	\$ 22.43
Aquatics Assistant	\$ 16.10	\$ 16.76	\$ 17.37	\$ 18.00	\$ 18.54