

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SWIMMING POOL MANAGER I - 1905**

**DEFINITION:**

Under general supervision, to supervise and participate in the overall operation and maintenance of a portable swimming pool, or to assist in the management of a permanent community pool facility; and to perform related work.

**\* EXAMPLES OF DUTIES:**

**At a portable swimming pool:**

- Plans, schedules, supervises, and conducts swimming lessons;
- Leads the set-up and removal of necessary equipment;
- Operates and regulates filtration, chlorination, and related mechanical equipment;
- Evaluates the work performance of subordinates;
- Maintains training records and copies of staff certifications.

**At a permanent community pool:**

- Assists in planning and scheduling aquatic programs;
- Assists in evaluating the work performance of subordinates;
- Accounts for cash received and prepares financial records;
- Provides information to the public about pool and facility regulations;
- Performs facilities maintenance.

**At both types of facilities:**

- Trains and supervises subordinates in conducting various aquatic programs, emergency procedures, and pool facility maintenance;
- Ensures the safety of pool users and enforcement of regulations;
- Ensures that the pool and surrounding areas are maintained in a sanitary and safe condition;
- Receives and resolves complaints from the public;
- Administers first aid and Cardiopulmonary Resuscitation (CPR), as needed;
- Directs emergency procedures;
- Maintains various records and logs, and prepares reports;
- Makes hourly tests and maintains records of chemical levels in pool;
- Reports technical operational problems to a supervisor and aquatic maintenance personnel.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for

- \* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Minimum age 18 years. Six months of full-time experience as a Swimming Instructor, Assistant Manager, or Manager of a swimming pool which provides an organized aquatic instruction program. Possession of the following valid cards and certificates: American Red Cross Lifeguarding/First Aide Certificate; American Red Cross Emergency Medical Response Certificate; American Red Cross CPR/Automated External Defibrillator (AED) for Lifeguard Certificate or American Red Cross CPR for the Professional Rescuer/AED Essentials Certificate; and American Red Cross Water Safety Instructor (WSI) Certificate.