

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SWIMMING POOL MANAGER I

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;
- 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;
- 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 recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Minimum age 17 years. Six months of experience as a Swimming Instructor or as a Manager or Assistant Manager of a swimming pool providing an organized aquatics instruction program. Possession of the following valid cards and certificates: American Red Cross Lifeguard Training Card or equivalent; American Red Cross Emergency Response Certificate; and American Red Cross Water Safety Instructor (WSI) Certificate.

- * **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.