

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### SWIMMING POOL MANAGER II

##### DEFINITION:

Under general supervision, to supervise the overall operation and maintenance of a permanent community pool facility, usually not a year-round facility; to develop publicity programs to generate revenue; and to perform related work.

##### \* EXAMPLES OF DUTIES:

- Trains and supervises subordinates in conducting various aquatic programs, emergency procedures, and pool facility maintenance;
- Schedules and evaluates subordinates;
- 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;
- Schedules the use of the facility by various groups, and provides information on programs;
- Develops and publicizes aquatic programs;
- Receives and resolves complaints from the public;
- Directs emergency procedures;
- Maintains training records and copies of staff certifications;
- Inventories and orders supplies;
- Maintains various records and logs, and prepares reports;
- Accounts for cash received and prepares financial records;
- Makes hourly tests and maintains records of chemical levels in pool;
- Performs varied maintenance functions;
- Inspects the facility daily, and requests improvements and repairs when needed;
- 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 a current 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.