

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**SWIMMING POOL MANAGER III**

**DEFINITION:**

Under direction, to supervise and participate in the operation and maintenance of year-round community pool facility; to supervise a full staff; to develop publicity programs to generate revenue; and to perform related work.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished from Swimming Pool Manager II in that this class is assigned to year-round facilities only.

\* **EXAMPLES OF DUTIES:**

- Plans and directs the overall operation, maintenance, safety, and security of a year-round facility;
- 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 use of the facility by various groups and provides information on programs;
- Develops aquatic programs and publicity measures to increase use of the facility in order to generate revenue for a year-round operation, and to foster community awareness of available facilities;
- 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 programs 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. One year of experience as a Manager or Assistant Manager of a year-round 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.