

Olivehurst Public Utility District

Agenda Item Staff Report



Meeting Date: February 13, 2020

Item description/summary: Intermittent-Seasonal Pool Manager Position

The pool manager we have had for the last few seasons is not returning this year. As this is a seasonal position during the pool season only, we will begin advertising for the position as soon as possible.

Fiscal Analysis:

Costs proportionate to the intermittent-seasonal pool manager position with no benefits.

Sample Motion/Staff Recommendation:

Consider authorizing advertising, interviewing and establishing an eligibility list for Intermittent-Seasonal Pool Manager positions.

Prepared by:

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OLIVEHURST PUBLIC UTILITY DISTRICT
POOL MANAGER

DEFINITION

This is an Intermittent/Seasonal position with irregular work hours. Under supervision of Public Works Director, oversee aquatic facility by interviewing, scheduling and supervising subordinate employees; organize and assist with swim lessons; establish and maintain effective relationships with those contacted in the course of work; maintain accurate records and prepare reports; other relevant duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Public relations and customer service techniques
- Cash Handling and record keeping
- Personnel supervision and training techniques
- Aquatic program planning and administration
- Beginning through advanced swim strokes, lifesaving and swimming principles and practices; first aid principles and practices.
- Swimming pool operation to include equipment and techniques used to meet State and County Department of Health standards

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Effectively working with other employees.

Ability to:

- Inspect and inventory all pool equipment.
- Prepare and maintain all required reports and records
- Receive and account for all monies collected.
- Maintain records of employees' work time.
- Supervise, evaluate, assign, and train assigned personnel.
- Work with children and young adults.
- Stimulate, develop, and organize aquatic programs for the public.
- Enforce all rules and regulations.

- Supervise the instruction of swim lessons.
- Use a personal computer and software applications such as MS Office.

REQUIREMENTS

Minimum requirements:

- High School diploma or GED equivalent.
- Possession of valid California Drivers License.
- Must be insurable by District's auto liability insurer.

Preferred requirements:

- Two full season of lifeguard/swim instructor experience.
- Possession of current Red Cross Water Safety Instructor Certificate, Standard First Aid, CPR for the professional rescuer, Lifeguard Training Certificate or equivalents.
- Two years of experience in managing and/or assisting in the management of an aquatic facility.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Requires sufficient hand/eye coordination to perform semi-skilled repetitive movements (typing, ten-key, etc.); requires sufficient sight and hearing to perform customer service duties, general office duties, and use of general office equipment; must be able to walk, see and hear with sufficient acuity to successfully perform all aspects of the job; perform simple grasping and fine manipulation; lift light weight (up to five pounds); may be exposed to dust, noise, wet and slippery surfaces, and may be exposed to varying climates and temperature conditions.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.