



EMPLOYMENT OPPORTUNITIES

Human Resources Department
1415 N. Santa Anita Avenue
South El Monte, CA 91733
(626) 579-6540 ■ (626) 579-2107 FAX
www.ci.south-el-monte.ca.us
EQUAL OPPORTUNITY EMPLOYER

PART-TIME (SEASONAL) ASSISTANT POOL MANAGER \$13.81 - \$16.27 Hourly AT-Will POSITION

POSITION SUMMARY: The following duties are intended to serve as a representative summary of the primary duties and responsibilities. Incumbent may be required to perform additional position-specific duties as assigned. Under general supervision, assist the Pool Manager in the managing of the City's aquatics facilities; enforce rules, regulations and safety precautions for aquatics facilities; control pool operations to assure that safety and water quality rules and regulations are adhered to, and that the facility and all equipment are in safe operating condition; supervise the activities of aquatics program staff; promote a positive recreation environment and good personal behavior; report complaints; special requests, safety conditions, security issues and illegal activities and resolve issues within scope of authority; provide excellent customer service: promote City goals and priorities in compliance with policies and procedures; maintain absolute confidentiality of work-related issues, client records and City information; and perform related duties as required or assigned.

QUALIFICATIONS: Minimum age of eighteen (18) years; must possess and maintain current American Red Cross Lifeguard Training certificate, American Red Cross CPR/AED for the Professional rescuer; American Red Cross First Aid; American Red Cross Water Safety Instructor. Three (3) years of aquatics recreation work experience is highly desirable; and a high school diploma or GED.

PREREQUISITES:

- Must be 16 years old on or before the final scheduled session of this course.
- Swim 300 yards continuously demonstrating breath control and rhythmic breathing.
*Candidates may swim using the front crawl, breaststroke or a combination of both but swimming on the back or side is not allowed. Swim goggles may be used.
- Tread water for 2 minutes using only the legs. Candidates should place their hands under the armpits.
- Complete a timed event within 1 minute and 40 seconds.
*Starting in the water, swim 20 yards. The face may be in or out of the water. Swim goggles are not allowed.

*Surface dive, feet-first or head-first, to a depth of 7 to 10 feet to retrieve a 10-pound object.

*Return to the surface and swim 20 yards on the back to return to the starting point with both hands holding the object and keeping the face at or near the surface so they are able to get a breath. Candidates should not swim the distance under water. Exit the water without using a ladder or steps.

KNOWLEDGE AND ABILITIES: The successful candidate must display the ability to maintain effective interpersonal relations with the public and staff; communicate clearly and concisely – orally and in writing; maintain discipline, cleanliness, and a safe environment; coordinate with staff to prevent accidents and enforce pool rules and regulations. Ensure regular pool and locker room maintenance as required.

PHYSICAL DEMANDS: Must be in good physical condition to endure strenuous activity including, carrying up to 50lbs, climbing, pulling, stooping and bending. The ability to communicate in Spanish, Vietnamese, Chinese (Mandarin), or Universal Sign Language would be an asset to this position.

HOW TO APPLY: A completed City application must be submitted to the Human Resources Office. Application forms are available by visiting the City's website at www.ci.south-el-monte.ca.us, or City Hall, 1415 N. Santa Anita Ave, S. El Monte, CA 91733.

SELECTION PROCESS: Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. Drug screen, fingerprint, and background check will be conducted prior to appointment. All appointments are subject to approval by the City Manager. This is an at-will seasonal position with no entitled benefits.

A fully completed City application (and a resume or other materials) must be submitted to the Human Resources Department. Incomplete or faxed applications will not be accepted. No resumes will be accepted in lieu of a completed City application. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

APPLICANT CERTIFICATE SUBMISSION REQUIREMENTS:

1. Attach one (1) copy, showing front and back, of the required American Red Cross certification.
 2. Certification must be current.
 3. Proof of current registration in any of the required certificate programs and/or letters from instructors are NOT acceptable. Applicants who have completed and passed required training but have not received their certificate may submit a copy of the American Red Cross Course Record showing successful completion.
- **Filing Deadline: March 20, 2017 @ 5:00 p.m.**

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The City of South El Monte is an equal opportunity employer. The City does not discriminate on race, age, religion, sex, national origin, sexual orientation, disability or any status protected by law. If you need assistance in completing an employment application, or any other part of the application process, please make your needs known to the Human Resources Division.

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