



Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 17, 2011

Re: **Notice of Proposed Classification Actions – Final Notice No. 04 FY 2011/2012 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective August 17, 2011.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
Micki Callahan, DHR
Martin Gran, DHR
Carmela Villasica, DHR
Christina Penland, DHR
Linda Cosico, DHR
Christina Fong, DHR
Rich David, DHR
Anita Sanchez, CSC
Debra Nebreda, CON
Tinhha Luong, CON
Maria Newport, SFERS
Clare Leung, MTA
RAS Team Leader(s)
DHR Support Services
E-File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 04
Fiscal Year: 2011/2012
Posted Date: August 8, 2011

ESTABLISH THE FOLLOWING JOB SPECIFICATION(S):
(Final job specifications attached.)

| Item # | Class/Title |
|---------------|---|
| 1 | 3208 Pool Lifeguard \$16/hour, flat rate |

| Item # | Class/Title |
|---------------|--|
| 2 | 3209 Swimming Instructor \$18/hour, flat rate |

| Item # | Class/Title |
|---------------|--|
| 3 | 3213 Aquatics Facility Assistant Supervisor \$1,615 B \$1,960 |

| Item # | Class/Title |
|---------------|--|
| 4 | 3215 Aquatics Facility Supervisor \$2,110 B \$2,564 |

For additional information regarding the above proposed action, please contact Christina Penland at (415) 557-4848 or-email her at Christina.Penland@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR

Steve Ponder, DHR
Christina Penland, DHR
Maria Newport, SFERS
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Pool Lifeguard
Job Code: 3208**

INTRODUCTION

Under general direction, protects the health, safety and welfare of patrons at a municipally operated swimming pool facility. Responsibilities include maintaining discipline in and around the swimming pool; conducting rescue operations; making continuous contact with swimmers and the general public; cleaning and disinfecting the pool, decks, showers, locker rooms and aquatic equipment; and performing related duties as required.

DISTINGUISHING FEATURES

The 3208 Pool Lifeguard ensures safety of swimmers during all public swimming events and activities as well as for maintaining the facility for safety and cleanliness. This class is distinguished from the 3209 Swimming Instructor in that the latter is responsible for instructing, supervising, testing and the safety of all student swimmers during swimming instruction classes.

SUPERVISION EXERCISED:

Direct supervision is provided by the 3215 Aquatics Facility Supervisor and functional supervision may be provided by the 3213 Aquatics Facility Assistant Supervisor.

This class does not supervise.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Patrol and monitor pool activities, facility patrons and swimmers to prevent accidents, identify people in distress or those in danger.
2. Conduct rescue operations; perform lifesaving techniques; assist swimmers in distress and rescue swimmers in danger; pull drowning victims out of the water; call for emergency assistance; perform first aid resuscitative measures when necessary.
3. Communicate with facility patrons; caution swimmers regarding unsafe practices and safety hazards; enforce pool rules and regulations; maintain order in and around the pool.
4. Maintain aquatic facility by inspecting and observing the pool area, lobby, change rooms and deck for safety and cleanliness; perform general pool facility maintenance duties including cleaning and disinfecting pool, lobby, change rooms and deck; may take and record water quality samples in the absence of a supervisor.
5. Prepare the facility for various aquatic events; handle and store equipment and materials when not in use.
6. Collect revenue and fees for facility use and participation in facility activities and events; greet and check in facility guests.
7. Provide customer service; share general information regarding facility operations, programs and schedules.
8. Prepare incident and accident reports as necessary.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Pool Lifeguard
Job Code: 3208**

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Procedures and techniques of lifeguarding

Emergency procedures

Practices and techniques of CPR, automated external defibrillator (AED), First Aid, Oxygen Administration

Skills to operate:

Small hand tools for minor pool maintenance

Safety and rescue equipment including AED, rescue tube, pocket mask, oxygen, first aid kit

Pool testing equipment, ozonator

Pool vacuum, timing system

Janitorial equipment including brooms, mops, squeegees, hoses, and plungers

Point of sale machine

Basic office equipment including computer, peripherals, telephone

Chair lift operation

Ability to:

Rescue submerged victim and remove from water

Perform First Aid and CPR and use Automatic External Defibrillator (AED)

Demonstrate strong swimming with competent lifeguard skills

Think clearly and act quickly and decisively in emergency situations while remaining calm

Learn safety methods and procedures necessary to ensure public safety in and around a pool

Learn and understand policies and procedures of the swimming pool facility

Explain City swimming pool policies and procedures

Communicate clearly and concisely, both orally and in writing with varying age groups

Use basic facility programs such as e-mail, scheduling and registration software

Learn to prepare clear and concise reports

Learn to take and record water chemistry

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Pool Lifeguard
Job Code: 3208**

Training:

No formal education required however requires appropriate training necessary to obtain required licenses and certificates

Experience:

Four hundred (400) hours of experience as a paid or volunteer lifeguard

LICENSE AND CERTIFICATION

Requires current possession and maintenance of the following certifications or the equivalent of:

1. Lifeguarding issued by the American Red Cross or equivalent certified issuing agency
2. CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
3. Oxygen Administration for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
4. Title 22 – First Aid for Public Safety Personnel issued by the American Red Cross or equivalent certified issuing agency

PROMOTIVE LINES

To: Promotable to 3209 Swimming Instructor

From: Entrance examination

ORIGINATION DATE: August 17, 2011

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Swimming Instructor
Job Code: 3209

INTRODUCTION

Under general direction, plans, coordinates and teaches learn-to-swim and water safety courses. Responsibilities include supervising and evaluating swim lesson participants; coaching swim teams' aquatic sporting activities; protecting the health and safety of participants in each class; assisting with maintaining the pool and surrounding facility area; and performing related duties as required.

DISTINGUISHING FEATURES

The 3209 Swimming Instructor instructs, supervises and ensures the safety all student swimmers during swimming instruction classes. This class is distinguished from the 3208 Pool Lifeguard in that the latter is responsible for ensuring the safety of swimmers during public swimming events and activities as well as for maintaining the facility for safety and cleanliness.

SUPERVISION EXERCISED:

Direct supervision is provided by the 3215 Aquatics Facility Supervisor and functional supervision may be provided by the 3213 Aquatics Facility Assistant Supervisor.

This class does not supervise.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plan and conduct swimming instruction; administer instruction equity among students; instruct individuals and groups of students of all ages and swimming levels from beginners to skilled swimmers wanting to improve their skills; evaluate swimmers.
2. Communicate regularly with program participants and their parents, as appropriate, to ensure they are aware of progress.
3. Coach swimming teams or other aquatic/sporting activities.
4. Caution swimmers regarding unsafe practices and safety hazards; enforce pool rules and regulations; maintain order in and around the pool; maintain control of swim students during lessons.
5. Prepare facility, pool, teaching aids and equipment for use during swim instruction; handle and store equipment and materials when not in use.
6. Conduct rescue operations; perform lifesaving techniques; assist swimmers in distress and rescue swimmers in danger; pull drowning victims out of the water; call for emergency assistance; perform first aid resuscitative measures when necessary.
7. Assist with aquatic facility maintenance when necessary, by inspecting, observing and participating in the safety and cleanliness of the pool area, lobby, change rooms and deck.
8. Collect revenue and fees for facility use and participation in facility activities and events; greet and check in facility guests.
9. Provide customer service; share general information regarding facility operations, programs and schedules.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Swimming Instructor

Job Code: 3209

10. Complete student progress reports; prepare incident and accident reports as necessary.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

Procedures and techniques of swimming instruction and water safety skills

Procedures and techniques of lifeguarding

Emergency procedures

Practices and techniques of CPR, automated external defibrillator (AED), First Aid, and Oxygen Administration

Skills to operate:

Small hand tools for minor pool maintenance Safety and rescue equipment including AED, rescue tube, pocket mask, oxygen, first aid kit

Pool testing equipment, ozonator

Pool vacuum, timing system

Janitorial equipment including brooms, mops, squeegees, hoses, and plungers

Point of sale machine

Basic office equipment including computer, peripherals, telephone

Chair lift operation

Ability to:

Organize and teach water safety and swim classes with individual and group instruction in a safe manner

Demonstrate skills as required for class content and use teaching aids such as kickboards, diving rings, lifejackets, etc.

Adapt teaching approaches to the age, experience and ability of participants so they can meet course objectives

Rescue submerged victim and remove from water

Perform First Aid and CPR and use Automatic External Defibrillator (AED)

Demonstrate strong swimming with competent lifeguard skills

Think clearly and act quickly and decisively in emergency situations while remaining calm

Learn safety methods and procedures necessary to ensure public safety in and around a pool

Learn and understand policies and procedures of the swimming pool facility

Explain City swimming pool policies and procedures

Communicate clearly and concisely, both orally and in writing with varying age groups

Use basic facility programs such as e-mail, scheduling and registration software

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Swimming Instructor

Job Code: 3209

Learn to prepare clear and concise reports

Learn to take and record water chemistry

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

No formal education required however requires appropriate training necessary to obtain required licenses and certificates

Experience:

Four hundred (400) hours of experience as a paid or volunteer lifeguard

LICENSE AND CERTIFICATION

Requires current possession and maintenance of the following certifications or the equivalent of:

1. Lifeguarding issued by the American Red Cross or equivalent certified issuing agency
2. CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
3. Oxygen Administration for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
4. Title 22 – First Aid for Public Safety Personnel issued by the American Red Cross or equivalent certified issuing agency
5. Water Safety Instructor issued by the American Red Cross or equivalent certified issuing agency or Fitness Professional issued by the Aquatic Exercise Association or equivalent certified issuing agency

PROMOTIVE LINES

To: Promotable to the 3213 Aquatics Facility Assistant Supervisor

From: Able to promote from 3209 Lifeguard

ORIGINATION DATE: August 17, 2011

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aquatics Facility Assistant Supervisor
Job Code: 3213**

INTRODUCTION

Under direction, assists with supervision of the operations of an assigned swimming pool. Responsibilities include the supervision, staffing, scheduling, facilitation and registration of aquatics-related programs including water safety, swim lessons, and special events and activities; assisting with facility administration and maintenance oversight; performs related duties as required.

DISTINGUISHING FEATURES

The 3213 Aquatics Facility Assistant Supervisor assists with supervision of programs and staff in the absence of the 3215 Aquatics Facility Supervisor. This class is distinguished from the 3215 Aquatics Facility Supervisor in that the latter has full responsibility for the aquatics program at the assigned pool facility. This class is further distinguished from the 3286 Recreation Coordinator in that the latter oversees coordination of programs among the different pool facilities.

SUPERVISION EXERCISED:

General supervision is provided by the 3215 Aquatics Facility Supervisor.

Assists with supervision of the 3210 Swimming Instructor/Pool Lifeguard, 3209 Swimming Instructor, 3208 Lifeguard and temporary 9910 Recreation Workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Prioritize, assign, review and participate in the work of aquatic staff responsible for providing pool safety and recreational services; participate in staff skill assessments, provide and/or coordinate training; assist with supervision of staff.
2. Schedule use of pool facility for activities including public swims, swimming lessons and other activities; oversee and conduct participant program registration; may organize, lead and coach swimming teams or other aquatic and sporting groups.
3. Oversee and assist with the collection of revenues, fees and processing of related documents; maintain inventory of supplies and equipment.
4. Recommend and implement aquatic programs and related policies.
5. Assist with marketing of programs and promoting community partnerships; prepare, update and distribute a variety of brochures, calendars, posters, news releases, flyers, meeting agendas, public presentations and related communications regarding aquatics programs; respond to public inquiries and complaints.
6. Prepare various reports and documentation on operations and activities including those related to accidents, incidents, revenue and control; maintain records.
7. Perform swim instruction and water safety when necessary by teaching swim lessons, enforcing rules, making rescues and rendering First Aid and/or cardiopulmonary resuscitation (CPR).
8. Coordinate and participate in the maintenance of aquatic facility; monitor pool water chemistry, take water quality samples; inspect and observe facility to assist with enforcing

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aquatics Facility Assistant Supervisor
Job Code: 3213**

maintenance of safety standards, sanitary conditions and orderly conduct including ensuring that chemicals, equipment and materials are properly handled and/or safely stored and that the surrounding pool area, lobby, change rooms and deck are cleaned regularly and adequately; complete work orders for repairs; coordinate with custodial, engineering or other maintenance staff as necessary.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Proficient knowledge of:

Procedures, methods and techniques of lifeguarding and swimming instruction

Emergency procedures

Practices and techniques of CPR, automated external defibrillator (AED), First Aid and Oxygen Administration

Working knowledge of:

Best practices in operations, services and activities of a comprehensive aquatics program

Equipment, facilities, and techniques used in a comprehensive aquatics program

Principles and techniques of training, team leadership and management

Principles and practices of program implementation

Water chemistry, water testing

Marketing and promotion of swimming pool events

Skills to operate:

Small hand tools for minor pool maintenance Safety and rescue equipment including AED, rescue tube, pocket mask, oxygen, first aid kit

Point of sale machine

Pool testing equipment, ozonator

Basic office equipment including computer, peripherals, telephone

Chair lift operation

Pool vacuum, timing system

Janitorial equipment including brooms, mops, squeegees, hoses, and plungers

Ability to:

Effectively teach swimming lessons and enforce safety and health regulations relating to an aquatics program

Think clearly and act quickly and decisively in emergency situations while remaining calm

Train and review the work of staff

Interpret and explain City swimming pool policies and procedures

Communicate clearly and concisely, both orally and in writing with varying age groups

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aquatics Facility Assistant Supervisor
Job Code: 3213**

Prepare clear and concise reports

Use word processing, spreadsheet, database and/or desktop publishing software

Make decisions and use independent judgment

Establish, maintain and foster positive, harmonious and effective working relationships with those contacted in the course of work including City Officials, employees, supervisors, participants, instructors, and the general public

Be respectful, consistent, fair and possess cultural awareness and sensitivity

Multitask and be flexible in approaching solutions

Be self-directed, show initiative and demonstrate a dedication to the position and the community

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Training:

Requires an associate degree from an accredited college or university preferably in recreation, physical education or a related field.

Additional qualifying experience as described may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

Experience:

Two (2) years of full-time experience as a swimming instructor and lifeguard including a minimum of one (1) year as a lifeguard and six (6) months as a swimming instructor.

LICENSE AND CERTIFICATION

Requires current possession and maintenance of the following certifications, or the equivalent of:

1. Lifeguarding issued by the American Red Cross or equivalent certified issuing agency
2. CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
3. Oxygen Administration for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
4. Title 22 – First Aid for Public Safety Personnel issued by the American Red Cross or equivalent certified issuing agency
5. Water Safety Instructor issued by the American Red Cross or equivalent certified issuing agency or Fitness Professional issued by the Aquatic Exercise Association or equivalent certified issuing agency
6. Aquatic Technician, Aquatic Facility Operator or Certified Pool Operator issued by National Recreation and Park Association or the National Swimming Pool Foundation (appointees have six (6) months from the date of hire to obtain this certificate requirement if not

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aquatics Facility Assistant Supervisor
Job Code: 3213**

possessed at the time of hire)

PROMOTIVE LINES

To: Promotable to 3215 Aquatic Facility Supervisor

From: Able to promote from 3209 Swimming Instructor

ORIGINATION DATE: August 17, 2011

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aquatics Facility Supervisor
Job Code: 3215**

INTRODUCTION

Direct, administer and supervise the activities, operations and maintenance of an assigned aquatic facility. Responsibilities include the development, preparation, execution, and supervision of all aquatics-related programs and staff; budget development and administration; and oversight of facility maintenance; performs related duties as required.

DISTINGUISHING FEATURES

The 3215 Aquatics Facility Supervisor supervises and administers programs and staff of an assigned swimming pool facility. This class is distinguished from the 3289 Recreation Supervisor in that the latter has full responsibility for the aquatics program and all pool facilities. This class is further distinguished from the 3286 Recreation Coordinator in that the latter oversees coordination of programs among the different pool facilities.

SUPERVISION EXERCISED:

General supervision is provided by the 3289 Recreation Supervisor.

Responsible for supervision of the 3213 Aquatics Facility Assistant Supervisor, 3210 Swimming Instructor/Pool Lifeguard, 3209 Swimming Instructor, 3208 Lifeguard and temporary 9910 Recreation Workers.

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plan, schedule, supervise, and participate in the work of aquatic staff responsible for providing pool safety and recreational services; track time and attendance, conduct skill assessments, provide and/or coordinate training; monitor performance; and correct deficiencies through coaching and progressive discipline.
2. Plan and develop pool activities, programs and use; schedule use of pool facility for activities and programs; ensure aquatic activities meet local needs.
3. Develop and monitor facility budget; monitor and approve expenditures; oversee the collection of revenues and fees; make recommendations for staffing, supplies, equipment, and capital improvements; maintain inventory of supplies and equipment; submit requisitions of supplies.
4. Assist in the development of policies, procedures and safety rules relating to aquatic facility, programs, pool personnel and the public.
5. Coordinate community relations to promote partnerships and collaboration in aquatics programs; arrange for marketing of programs; prepare, update and distribute a variety of brochures, calendars, posters, news releases, flyers, public presentations and meeting agendas and related communications regarding aquatics programs; conduct public meetings; respond to public inquiries and complaints.
6. Collect and evaluate data on operations, activities and programs; prepare various reports and documentation related to accidents or incidents, program effectiveness, patron

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Aquatics Facility Supervisor

Job Code: 3215

participation and satisfaction, budget, revenue and control; maintain records and statistics.

7. Perform swim instruction and water safety when necessary by teaching swim lessons, enforcing rules, making rescues and rendering First Aid and/or cardiopulmonary resuscitation (CPR); assume responsibility in cases of accidents.
8. Direct and participate in the maintenance of aquatic facility; monitor pool water chemistry, take water quality samples and adjust chemical levels as needed; inspect and observe facility to ensure maintenance of safety standards, sanitary conditions and orderly conduct; complete work orders for repairs; coordinate with custodial, engineering or other maintenance staff as necessary; ensure chemicals, equipment and materials are properly handled and safely stored when not in use; ensure regular and adequate cleaning of the surrounding pool area, lobby, change rooms and deck.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Proficient knowledge of:

Procedures, methods and techniques of lifeguarding and swimming instruction

Emergency procedures

Practices and techniques of CPR, automated external defibrillator (AED), First Aid, and Oxygen Administration

Working knowledge of:

Best practices in operations, services and activities of a comprehensive aquatics program

Equipment, facilities, and techniques used in a comprehensive aquatics program

Principles and techniques of supervision, training, performance evaluation, team leadership and management

Principles and practices of program development and implementation

Budget administration

Water chemistry, water testing and chemical use

Marketing and promotion of swimming pool events

Skills to operate:

Small hand tools for minor pool maintenance

Safety and rescue equipment including AED, rescue tube, pocket mask, oxygen, first aid kit

Point of sale machine

Pool testing equipment, ozonator

Basic office equipment including computer, peripherals, telephone

Chair lift operation

Pool vacuum, timing system

Janitorial equipment including brooms, mops, squeegees, hoses, and plungers

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Aquatics Facility Supervisor
Job Code: 3215**

Ability to:

Effectively teach swimming lessons and enforce safety and health regulations relating to an aquatics program

Think clearly and act quickly and decisively in emergency situations while remaining calm

Supervise, organize, assign, train, evaluate and review the work of staff

Interpret and explain City swimming pool policies and procedures

Communicate clearly and concisely, both orally and in writing with varying age groups

Collect and analyze data to identify needs, evaluate program effectiveness, draw logical conclusions and make appropriate recommendations

Prepare clear and concise reports

Use word processing, spreadsheet, database and/or desktop publishing software

Make decisions and use independent judgment

Establish, maintain and foster positive, harmonious and effective working relationships with those contacted in the course of work including City Officials, employees, supervisors, participants, instructors, and the general public

Be respectful, consistent, fair and possess cultural awareness and sensitivity

Multitask and be flexible in approaching solutions

Be self-directed, show initiative and demonstrate a dedication to the position and the community

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Training:

Requires a baccalaureate degree from an accredited college or university preferably in recreation, physical education or a related field.

Additional qualifying experience as described may be substituted for the required degree on a year-for-year basis. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

Experience:

1. One (1) year of full-time experience equivalent to class 3213 Aquatic Facility Assistant Supervisor.

OR

2. Two (2) years of full-time experience as a swimming instructor and lifeguard including a minimum of one (1) year as a lifeguard and six (6) months as a swimming instructor.

LICENSE AND CERTIFICATION

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Aquatics Facility Supervisor

Job Code: 3215

Requires current possession and maintenance of the following certifications or the equivalent of:

1. Lifeguarding issued by the American Red Cross or equivalent certified issuing agency
2. CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
3. Oxygen Administration for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency
4. Title 22 – First Aid for Public Safety Personnel issued by the American Red Cross or equivalent certified issuing agency
5. Water Safety Instructor issued by the American Red Cross or equivalent certified issuing agency or Fitness Professional issued by the Aquatic Exercise Association or equivalent certified issuing agency
6. Aquatic Facility Operator or Certified Pool Operator issued by National Recreation and Park Association or the National Swimming Pool Foundation
7. Lifeguard Instructor issued by the American Red Cross or equivalent certified issuing agency

PROMOTIVE LINES

To: None

From: Able to promote from 3213 Aquatic Facility Assistant Supervisor

ORIGINATION DATE: August 17, 2011

AMENDED DATE:

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN