

# Olivehurst Public Utility District



## Agenda Item Staff Report

**Meeting Date: January 20, 2022**

### **Item description/summary: Intermittent-Seasonal Pool Manager Position**

As the pool has been closed the last two years due to Covid, we need to start looking early this year for a seasonal pool manager. This pool manager would be responsible for the recruitment of lifeguards, scheduling lifeguards, managing swim lesson scheduling, etc. Previously the hourly rate for this position was \$15 per hour. For the last two years the minimum wage has increase to \$15 per hour. I would recommend increasing the hourly rate for this position to \$18 per hour. This position is about 20 hours a week for approximately 8 to 10 weeks during the summer.

### **Fiscal Analysis:**

Costs proportionate to the intermittent-seasonal pool manager position with no benefits. This is a budgeted item.

### **Sample Motion/Staff Recommendation:**

Consider authorizing increasing the pay for the Intermittent-Seasonal Pool Manager position to \$18 per hour.

Consider authorizing advertisement and filling of vacant Intermittent-Seasonal Pool Manager position, and fill position via District policies.

Prepared by:

Cindy Van Meter/Office Manager-Human Resource Coordinator

**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.**