



SELECTION PROCEDURE

Includes, but is not limited to, the following: Submit a completed City of Colton application to (no facsimiles accepted):

Human Resources Dept
552 N La Cadena Dr
Colton, CA 92324
(909) 370-5062
www.ci.colton.ca.us

- Applications will be carefully screened and the most qualified applicants will be invited to a skills exam and a selection interview.
- All successful candidates will be certified to an eligibility list good for one year.
- Appointment is contingent upon passing a pre-employment drug/alcohol screening, fingerprinting, proof of high school diploma or GED and proof of current personal auto insurance.
- The Immigration Reform and Control Act of 1986 requires that all new employees verify identity and entitlement to work in the United States by providing required documentation.

THE PROVISIONS OF THIS ANNOUNCEMENT DO NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.

AA/EOE—The City of Colton encourages the application of bilingual persons, women, minorities and persons with disabilities. Upon request, the City will attempt to reasonably accommodate applicants with disabilities.

CITY OF COLTON EMPLOYMENT OPPORTUNITY

POOL MANAGER

Final Filing Date: Open Until Filled

Salary: \$13.10 - \$14.45 per hour

THE POSITION

Under general supervision this position involves supervising a comprehensive aquatics program at a community swimming center.

MINIMUM QUALIFICATIONS

Any combination of experience and training that could likely provide the required knowledge and abilities would be qualifying.

Education: High school diploma or equivalent with two years of college supplemented by specialized training in recreation, physical education or a related field.

Experience: Three years of increasingly responsible experience in a comprehensive aquatics program with one year in the capacity of program supervision.

License/Certificate: Possession of, or ability to obtain, the following American Red Cross Certificates: Standard First Aid, Advanced Lifesaving, Water Safety Instructor, and Cardio-pulmonary Resuscitation (CPR). Possession of a valid Class C California drivers license.

Knowledge of: Objectives and philosophy of recreation and its application to individual and group behavior with particular emphasis to aquatic programming. Program promotion and marketing. Pool maintenance and safety procedures.

Ability to: Organize and conduct various age groups in swimming from beginning through advanced levels. Display personal skill in leadership and supervision of aquatic personnel. Communicate clearly and concisely both orally and in writing. Maintain accurate financial records and receipts. Develop and recommend new and revised procedures and policies.

ESSENTIAL FUNCTIONS

May include, but are not limited to the following:

- Supervise aquatic activities to include swim lessons, recreational swim and related activities.
- Plan instructional classes for various skill levels.
- Promote the aquatics program to the community.
- Plan and direct a continuing aquatic safety program.
- Assist with in-service training and selection of aquatics staff.
- Inspect facility for safety and maintenance needs.
- Monitor filtration system and chemical levels.
- Maintain program records.
- Perform related duties as assigned.