

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**3/27/92****AQUATIC FACILITY MANAGER, 2423**

Summary of Duties: Directs or assists in the direction of employees involved in the operation of one or more City pools, an ocean beach, or lake facility; formulates, organizes, and conducts a comprehensive program of aquatic activities for adults and children at a City aquatic facility; may direct the operation of multiple City aquatic facilities on a seasonal basis; and may plan and organize specialized regional aquatic programs; coaches team and individual aquatic sports; conducts swimming, lifesaving, and instructor level classes; recruits, trains, certifies, and supervises lifesaving personnel; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features: The primary responsibilities of an Aquatic Facilities Manager involves organizing, conducting, and directing aquatic activities at a City aquatic facility; or at multiple facilities on a seasonal basis. Employees of this class must exercise considerable initiative, ingenuity, and judgment in meeting the recreational aquatic needs of people of all ages with a wide range of interests and abilities. Assignments normally are given verbally and in writing, and are evaluated by results obtained. Leadership skills and the ability to inspire confidence and to facilitate acceptance by a widely diverse patron population are very important. This is because much of the work, both at the aquatic facility and in the community, involves the promotion and stimulation of interest and participation in recreation activities, the promotion of good community relations, and the maintenance of order and discipline among patrons and staff at the facility.

Aquatic Facility Managers must ensure the safety and protection of patrons at pools, ocean beaches, and lakes by preventing accidents in, on, or around the water and by making rescues. They must be exceptionally alert and take effective action in enforcing safety rules and ordinances. In an emergency, they must think quickly and clearly, in some cases taking personal risks and exerting considerable physical effort.

An Aquatic Facility Manger differs from an Aquatic Director in that duties involve direct supervision of a specific aquatic facility or supervision of multiple facilities on a seasonal basis. An Aquatic Director is responsible for all aquatic activities within a geographical region on a year-round basis.

Incumbents in the class of Aquatic Facility Manager, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Example of Duties:

- Plans, organizes, and supervises the program at an aquatic facility, ocean beach, or lake facility which has an extensive and varied aquatic program that requires close liaison with school officials, or juvenile authorities, and probation officers, or assists in such work'
- May work with a Director-in-Charge of an adjoining recreation center to effectively program recreation activities;
- May supervise other Aquatic Facility Managers, Seasonal Pool Managers, Patrol Lifeguards, Pool Lifeguards, Swimming Pool Clerks, and Locker Attendants;
- May act as a special assistant to an Aquatic Director;
- Organizes, promotes, coordinates, and assists in directing a competitive team sports program within a given community including swim teams, synchronized swimming, springboard diving, and water polo;
- Advises and assists Aquatic Facility Managers at other facilities in integrating aquatic activities into Region-wide programs;
- Assists and advises community organizations on community recreational and aquatic activities;
- Arranges for the use of facilities and obtains officials for games and meets;
- May organize and coach team and individual aquatic sports;
- May act as a lifeguard;
- Plans, organizes and directs special programs for seasonal activities;
- Plans and conducts special events such as museum and beach outings, aquatic exhibits, vacation camps, nature activities, and community nights;
- May conduct classes including aquatic nature study, weight training, or other aquatic related topics;
- May organize and conduct special events and programs for patrons such as fishing in park lakes, canoe trips, scindiving, or canoe, kayak, and sailboat races;
- May assist in organizing and directing fund-raising events, sports events, leagues, and other special events on a regional basis;
- May assist in promoting and organizing participation in adult sports;
- Informs community organizations and newspapers of events and activities;
- Prepares and submits articles and publicity releases for news media or newspaper publication;
- Represents the department at community meetings;
- Prepares instructional material and organizes and implements in-service training sessions for aquatic personnel and volunteers;
- May act as an aquatic and safety training specialist;
- Presents educational material at in-service training classes;
- Recruits, trains, and directs volunteers at the aquatic facility;
- May prepare budget requests for personnel, equipment, and supplies and within budget allocations;
- May recommend changes in aquatic programs and approves the aquatic activities plan for an aquatic facility;
- Inspects swimming pools and equipment to ensure conformance to State and City standards for safe and sanitary operations;
- Inspects facilities for needed repairs and maintenance, prepares job orders, maintains

repair records, and coordinates aquatic facility related construction and maintenance activities;

- Requests changes, rearrangement or repairs of equipment and facilities;
- Prepares reports and recommendations regarding the need for, and the problems involved in additional aquatic recreation facilities;
- Collects fees for building rentals and other related purposes and ensures transmittal of the fees in accordance with Department policies and procedures;
- Prepares time sheets, schedules, and requisitions for supplies;
- Makes recommendations on permit requests for the use of aquatic facilities;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Principles and practices applicable to planning, organizing, conducting, and coordinating aquatic and sports programs and fund-raising activities at an aquatic facility, including obtaining the cooperation of public and community agencies and organizations;
- A wide variety of aquatic, recreation, and sports activities and equipment suitable for persons of various ages, interests, and capabilities;
- Philosophy, objectives, and recognized standards of public recreation;
- Policies, procedures, and rules of the Department of Recreation and Parks Municipal Recreation Programs (MRP) computerized financial system;
- Hazards involved in Aquatics Recreation and the appropriate water safety requirements and rules governing conduct of persons at pools, oceans beaches, and lake facilities;
- Lifesaving, Cardiopulmonary Resuscitation, and first-aid measures;
- Uses and care of lifesaving equipment used at pools, ocean beaches, and lake facilities;
- Actual and potential hazards at municipal aquatic facilities, including swimming pools, ocean beaches, and lakes;
- Rules, Regulations, and Policies concerning the use of City pools, ocean beaches, and lakes;
- Use and care of maintenance equipment used at pools, ocean beaches, and lake facilities;
- Methods necessary to maintain pool chemistry at State standards and the use of Material Safety Data Sheets as they relate to pool chemicals;
- Principals and procedures of budget preparation;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;

- Techniques of training, instructing, and evaluating employee work performance;

A good knowledge of:

- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principals and practices;

A working knowledge of:

- Public and community agencies and organizations concerned with recreational activities;
- Principles and practices of public relations and publicity;
- Memoranda of understanding as they apply to subordinate personnel;

A general knowledge of:

- Sources of information and current trends in governmental planning and legislation pertaining to aquatic activities;
- City personnel rules, policies and procedures.

Ability to:

- Plan, organize, direct, and promote aquatic activities, programs, and special events;
- Enlist the aid and coordinate the efforts of community organizations and the public;
- Promote and publicize sports and recreational aquatic activities;
- Provide leadership and inspire confidence and enthusiasm;
- Deal tactfully and effectively with the public and maintain discipline;
- Supervise, assign, and evaluate the work of an aquatic staff and stimulate a high level of professional performance;
- Participate actively in aquatic activities and communicate readily with various ethnic and age groups;
- Swim a 200 yard medley of breast, back, side, and crawlstrokes and effect a 70 foot dummy tow rescue within a prescribed time;
- Rescue panic stricken victims with the proper lifesaving techniques;
- Demonstrate swim strokes, lifesaving techniques, diving, and water ballet;
- Administer CPR and First-Aid;
- Maintain operating records and prepare reports and recommendations;
- Speak clearly and effectively in public;
- Determine training needs, develop training materials, and provide instruction in aquatic activities and sports;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Requirements:

1. Graduation from a recognized four-year college or university; and
2. Two full seasons (at least eight weeks each season) of full-time paid experience as a

Lifeguard or in a class that is at that level providing full-time experience in water lifesaving techniques. Candidates must include on the application the specific beginning and ending dates (month, day and year) of each period of lifeguard experience.

License: A valid California driver's license and good driving record are required.

Certificates: Valid certificates in Water Safety Instruction, Standard First Aid Instruction, Cardiopulmonary Resuscitation Instruction, and Lifeguard Training Instruction issued by the American Red Cross are required at time of appointment. A current Instructor Rating in Advanced First Aid and Emergency Care is acceptable for Standard First Aid Instruction.

Physical Requirements: Strength to perform average lifting of up to 5 pounds and occasionally up to 150 pounds; normal hearing; and normal vision, corrected if necessary; including normal color perception.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.