



Pool Manager
\$18.25 - \$22.18 hourly
(Part-Time/Non-Benefitted Position)

The Opportunity & Ideal Candidate:

The City of San Gabriel is currently accepting applications for Pool Manager for the upcoming summer swim season. This is a seasonal, part-time position in the Community Services Department. The City is seeking a candidate who is highly motivated, enthusiastic, hardworking, reliable, personable, and customer service focused. The ideal candidate will also be able to multi-task and readily assist with developing program publicity.

Position Summary:

Under general supervision of the Recreation Supervisor, the Pool Manager is responsible for managing daily pool operations. Responsibilities include, but are not limited to the following: assisting with program publicity; overseeing registration for aquatics classes; supervising aquatics instruction staff; supervising lifeguard staff; assisting with facility and equipment maintenance; planning and conducting in-service staff training; communicating effectively with Department staff, participants and the public; and performing lifeguard/instruction duties as required. Position involves a varying schedule and requires working nights, weekends and holidays. The pool will be open in July and all aquatics staff must commit to working all shifts assigned.

Minimum Qualifications:

Minimum age of eighteen (18) years of age required. Any combination of experience and education may be considered. A typical way to obtain the necessary knowledge, skills, and abilities for this position would be to have a minimum of two (2) summer seasons employed at Smith Park Pool or two (2) years of lifeguarding experience. Supervisory experience is preferred. **All applicants must possess, prior to the time of employment, certification in the following: American Red Cross Lifeguard, CPR for the Professional Rescuer, Community First Aid Safety, Preventing Disease Transmission, and Water Safety Instructor (WSI). Certification as an American Red Cross Lifeguard CPR Instructor is desirable.**

Pars Requirement:

Part-Time Employees are required to participate in the Public Retirement Services (PARS) in lieu of Social Security.

Bilingual Pay:

Bilingual pay of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Application Procedure:

Candidates must submit a completed City of San Gabriel application, résumé, and a copy of required certifications. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted by 4:00 p.m. on Thursday, July 2, 2020.** *Faxed or emailed applications and/or résumés are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

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Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES DEPARTMENT

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Job ID#142