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 Dept of Human Resources

SAN FRANCISCO

**Aquatics Facility Supervisor (Promotive Only)**  
 Recruitment #PBT-3215-058441

<b>Specialty:</b>	Aquatics
<b>Department:</b>	Recreation and Parks
<b>Analyst:</b>	Margarita Recinos
<b>Date Opened:</b>	12/19/2011 12:00:00 PM
<b>Filing Deadline:</b>	12/30/2011 5:00:00 PM
<b>Salary:</b>	\$54,860.00 - \$66,664.00/year
<b>Job Type:</b>	Permanent PBT
<b>Employment Type:</b>	Full-Time

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## INTRODUCTION



This is a full-time permanent position located at the S.F. Recreation and Park Department. **Note:** Only employees with permanent civil service status in Class 3214 Senior Swimming Instructor / Pool Lifeguard are eligible to apply.

This is a Position-Based Test conducted in accordance with Civil Service Rule 111A. The current position is located at the Recreation and Park Department (RPD). The eligible list resulting from this examination may be utilized for future positions in this class in other City departments.

## MISSION STATEMENT

The San Francisco Recreation and Park Department's Mission is to provide enriching recreation activities, maintain beautiful parks and preserve the environment for the well-being of our diversified community. The Recreation and Park Department administers and maintains more than 200 parks, playgrounds, and open spaces throughout the city, including two outside the city limits – Sharp Park in Pacifica and Camp Mather in the High Sierras. The system also includes 15 large, full-complex recreation centers, nine swimming pools, five golf courses and hundreds of tennis courts, ball diamonds, athletic fields and basketball courts. Also included in the Department's responsibilities are the Marina Yacht Harbor, Candlestick Park, the San

Francisco Zoo, and the Lake Merced Complex, which is operated for recreational purposes under the San Francisco Water Department.

#### **POSITION DESCRIPTION**

Under direction from the 3289 Recreation Supervisor (Aquatics & Waterfront Supervisor), a 3215 Aquatics Facility Supervisor is responsible for the safe operation of an assigned swimming pool, including supervising pool personnel, designing pool schedules to meet the needs of the community, overseeing conduct of pool events, ensuring collection and security of revenue, development of the budget for the facility, and attendance record keeping.

The essential duties of this position include:

- Prepares all relevant reports including but not limited to: time and attendance reports; accident, vandalism, glass breakage, parent releases, etc.; contacts schools, parents or other appropriate authorities to correct and direct participants' behavior or other related problems.
- Supervises the planning and organization of aquatic activities and other aquatic special events in order to ensure complete and effective planning for a broad range of programs that realize the department's goals and objectives and meet the needs of diverse communities.
- Assumes responsibility in cases of accidents; renders first aid and takes all indicated precautions and actions; is responsible for all SFRPD supplies and requisitions replenishment as needed.
- Collecting and evaluating data using but not limited to informational systems or methods (i.e., CLASS) to determine patron participation and satisfaction; managing subordinate supervisory staff and developing their ability to supervise others; speaking to local groups to explain departmental decisions and policies, and encourage partnerships and collaboration in aquatic programs; resolving complaints from the public; assisting in the development of the department's annual budget, making recommendations for staffing, supplies, equipment, capital improvements, and approving expenditures up to an authorized amount; making regular visits of other facilities and programs; and ensuring the safe use of all aquatic facilities.
- Plan, coordinate and promote programs within community and department using varied resources including but not limited to social media, PSA, flyers, meeting, email, SMS.
- Plan and execute skill assessments of staff (including the use of drills, testing and conducting training when warranted).
- Train and direct aquatics staff as outlined SFRPD including but not limited to: policies, safe work practices, and all related departmental, City, or other governing policies.
- Supervise and conduct Water Safety and Swim instruction programs as outlined by SFRPD and in accordance with American Red Cross (ARC) standards or equivalent.
- Develops, conducts and supervises regularly scheduled staff training and skill assessments.
- Test and record pool chemistry directly from the pool to ensure safe operation of the facility.
- Responsible for the enforcement of safety and sanitary regulations and maintenance of order in and around facility including but not limited to vacuuming, sanitizing and cleaning; coordinates with area custodial supervisor to ensure sanitary conditions are met and maintained.
- Completes, records and reviews accident, incident, revenue, control and discipline reports, as needed.
- Provide proper workplace coaching and progressive discipline when necessary.
- When necessary, conduct the vital functions of a swim instructor (teach courses) and/or pool lifeguard (maintain safety, enforce rules, makes rescues, and provide CPR /first aid) within the facility (including pool area, deck, locker rooms, offices, shared & public spaces).
- Assists the 3289 Recreation Supervisor in developing policies, procedures and safety rules for pool personnel and the public.
- Under the Direction of the 3289 Recreation Supervisor: direct day to day operation of pool facility, including but not limited to: staffing, scheduling aquatic activities that meet the needs of the community and conform to the policies of SFRPD; maintaining staff performance using training, auditing, mentoring and modeling behavior techniques to ensure safety and quality of aquatic courses; using preventive maintenance and the work order system to maintain safe and sanitary operational conditions.

**MINIMUM QUALIFICATIONS**

**Only employees with permanent civil service status in Class 3214 Senior Swimming Instructor / Pool Lifeguard are eligible to apply.**

- Possession of a B.A. degree (4-year college, Bachelor of Arts) in related field (Recreation, Physical Education) and 4,160 hours (equivalent to 2 yrs.) of paid experience in lifeguarding and swim instruction (or 2,080 hours in Class 3213 Aquatics Facility Assistant Supervisor or equivalent) **OR**
- 10,400 hours (equivalent to 5 yrs.) of paid experience lifeguarding and instruction experience **AND**
- Possession of current certification: Lifeguard and First Aid, Water Safety Instructor, CPR/AED for the Professional Rescuer / Title – 22/ Oxygen Administration issued by American Red Cross (ARC) or equivalent, Aquatic Facility Operator or Certified Pool Operator issued by NRPA or National Swimming Pool Foundation.

**PROMOTIVE ELIGIBILITY TO FILE FOR 3215 AQUATICS FACILITY SUPERVISOR**

Next-lower-rank promotive eligibility is limited to current permanent employees who, as of the final filing date, have completed the required probationary period in Class 3214 Sr. Swimming Instructor / Pool Lifeguard. Any applicant who does not meet this criteria will be automatically rejected.

**DESIRABLE QUALIFICATIONS**

- Computer (CLASS, TMA, TESS, WORD, Excel, Publisher), Water Safety Instructor Trainer issued by American Red Cross (ARC) or equivalent and/or Aquatic Fitness Professional issued by Aquatic Exercise Association or Dive Instructor certification issued by NAUI or equivalent, Class B license.

**SELECTION PLAN****HOW TO APPLY**

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to register an account (if you have not already done so) and begin application process.

- Select the desired job announcement (PBT-3215-058441)
- Select "Apply" and read and acknowledge the information
- Click on "I am a New User" if you have not previously registered, or on "I have REGISTERED PREVIOUSLY"
- Follow instructions given on the screen.

Computer kiosks are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Department of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103.

**SELECTION PROCEDURE:**

Training and Experience Evaluation: Candidates' training and experience will be evaluated in terms of its duration and relevance to Class 3215 Aquatics Facility Supervisor. Scores will be assigned based on permanent civil service experience. All statements made on the application materials are subject to verification. Interested candidates are encouraged to immediately apply. If you have any questions regarding this recruitment process, please contact Margarita Recinos at (415) 831-2786 or via email at [margarita.recinos@sfgov.org](mailto:margarita.recinos@sfgov.org). Resumes may be attached to the application; however, resumes will not be accepted in lieu of a completed City and County of San Francisco application.

Verification of Education and/or Experience: Applicants may be required to submit verification (proof) of qualifying education and experience, at any point in the application, examination or departmental selection process. <http://www.sfdhr.org/index.aspx?page=20#verification>

**CERTIFICATION RULE:** The certification rule for the ranked eligible list resulting from this examination will be Rule of Three Scores. The hiring department may administer additional position-specific selection processes to make final hiring decisions.

**ELIGIBLE LISTS:** The duration of the eligible list resulting from this examination process will be of 12 months, and may be extended with the approval of the Human Resources Director:  
<http://www.sfdhr.org/index.aspx?page=20#eligiblelists>. Upon approval of the Human Resource Director (see Civil Service Rule 111A.26.5), the eligible list resulting from this announcement may be used by other departments that also use this classification or a similar classification. To find other Departments which use this classification, please see <http://www.sfdhr.org/Modules/ShowDocument.aspx?documentID=13693>. Search that document by title or job code to see which departments use the classification.

Notes: Make sure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.

**REASONABLE ACCOMMODATION REQUEST:** Information on requesting reasonable accommodation for persons with disabilities can be found at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=46205#applicants\\_with\\_disabilities](http://www.sfgov.org/site/sfdhr_page.asp?id=46205#applicants_with_disabilities)

**VETERAN'S PREFERENCE:** Information regarding requests for veteran's preference can be found at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=46208](http://www.sfgov.org/site/sfdhr_page.asp?id=46208)

**SENIORITY CREDIT IN PROMOTIONAL EXAMS:** Information regarding seniority credit can be found at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=56273](http://www.sfgov.org/site/sfdhr_page.asp?id=56273)

**TERMS OF THE ANNOUNCEMENT:** Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting of the correction on the Department of Human Resources website at: [www.jobaps.com/sf](http://www.jobaps.com/sf).

**COPIES OF APPLICATION DOCUMENTS:** <http://www.sfdhr.org/index.aspx?page=20#copies>

**RIGHT TO WORK:** <http://www.sfdhr.org/index.aspx?page=20#identification>

**POSITION BASED TESTS** are administered in accordance with Civil Service Rule 111A. General information concerning City and County of San Francisco employment policies and procedures may be found in the pamphlet entitled "Important Employment Information for Position Based Testing". This information is part of the terms of this announcement. The pamphlet is available at the Department of Human Resources Information Center, 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103 or online at: [http://www.sfgov.org/site/sfdhr\\_page.asp?id=56273](http://www.sfgov.org/site/sfdhr_page.asp?id=56273)

**GENERAL INFORMATION** concerning City and County of San Francisco Employment Policies and Procedures: <http://www.sfdhr.org/index.aspx?page=20>

PROMOTIVE ONLY - 3215

Issued: December 19, 2011  
Micki Callahan  
Human Resources Director  
Department of Human Resources  
Announcement #: PBT-3215-058441  
Team RPD/RMR (415) 831-2786

#### BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition,

most employees are required to make a member contribution towards retirement, typically a 7.5% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.

Click on a link below to apply for this position:

**Fill out the Application  
NOW using the Internet.**

Apply Online



We encourage you to submit your application on-line as this is the preferred application method. If you experience difficulties, please contact the exam analyst at the phone number listed on the above announcement.

Contact us via conventional means.

You may contact us by phone at (415) 557-4800, or apply for a job in person at the Department of Human Resources.

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