



# EMPLOYMENT OPPORTUNITIES

Human Resources Division  
1415 Santa Anita Avenue  
South El Monte, CA 91733  
(626) 579-6540  
[www.cityofsouthelmonte.org](http://www.cityofsouthelmonte.org)  
EQUAL OPPORTUNITY EMPLOYER



**PART-TIME/AT-WILL POSITION  
ASSISTANT POOL MANAGER  
Salary: \$18.81 - \$22.86  
APPLY IMMEDIATELY. OPEN UNTIL FILLED  
FIRST INTERVIEWS WILL START FEBRUARY 21, 2023**

## **DEFINITION**

Under direction from the Recreation Supervisor, performs routine public contact and safety work in serving as a pool lifeguard; performs related work as required.

## **ESSENTIAL DUTIES:**

Essential functions include, but are not limited to, the following:

- Patrols, and inspects the City's swimming pool and aquatics facility; observes and monitors activities and use of swimming pool; maintains order in a tactful manner.
- Observes aquatics facility user conduct and behavior; informs pool area patrons and swimmers of rules, regulations and requirements in use of aquatic facilities; enforces safety and health regulations relating to aquatics program
- Remains vigilant for the prevention of accidents in the water, diving board and swimming pool deck; advises and notifies pool users against dangerous practices regarding pool use.
- Enters water to rescue persons in distress; administers artificial respiration and first aid as needed.
- Utilizes lifelines, preservers, rings and other safety equipment; establishes and maintains working relationships with employees, supervisors, participants, instructors, and the general public; communicates and gives oral instructions.
- Assists in the maintenance of the swimming pool; participates in routine pool cleaning and maintenance work on or about the swimming pool.

## **JOB REQUIREMENTS**

### **Knowledge:**

- Lifesaving methods and the application of first aid.
- Policies, rules and regulations governing the conduct and safety of persons using the pool.
- Methods and practices of pool cleaning and maintenance.
- Rescue procedures for distressed swimmers.
- Administration of artificial respiration and first aid.

### **Competencies:**

- Leadership – May help others to believe they can achieve the goal and to believe in themselves.
- Assessing Talent – May pick up on subtle cues that differentiate true talent and potential from false cues or imposters.
- Innovation – May produce original and creative ideas.
- Industry Awareness – Maintains a deep understanding of how the industry works, how opportunities open and close.
- Influencing – Persuades others to consider and adopt a new position or attitude on a topic.
- Safety Focus – May establish and evaluate workplace safety and health or safety risk.
- Teamwork – May inspire and motivate teammates.
- Manual Dexterity – May apply trained and practiced physical techniques that result in speed and precision in application.
- Involving Others – Identifies key stakeholders in the success of a project or process.
- Integrity and Ethics – May model reasoning and principle in handling ethical dilemmas.
- Professional & Technical Expertise – Applying technical subject matter to the job.
- Using Technology – Working with electronic hardware and software applications.
- Self-Management – Showing personal organization, self-discipline, and dependability.
- Bilingual Communication – Speaking, reading, writing in a second language as assigned by the position.
- Customer Focus – Attending to the needs and expectation of customers.
- Handling Conflict – Managing interpersonally strained situations.
- Professional Impact – Presenting self as a positive representative of the organization.
- Bilingual Facility – Uses a second language with ease and precision as assigned by the position.
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Example combinations include:

- Must be at least 16 years of age.

### Required Licenses and Certificates

- Valid certificate in Lifeguard Training and in First Aid.

### PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL DEMANDS

- Frequently required to swim, walk, sit and talk or hear.
- Occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls.
- Reach with hands and arms.
- Occasionally required to climb or balance.
- Occasionally lift and/or move over 100 pounds with assistance.
- Vision abilities required to include close vision, distance vision, peripheral vision and the ability to adjust focus.

### WORKING CONDITIONS

- Outside weather conditions.
- Exposure to wet and/or humid conditions, toxic or caustic chemicals.
- Noise level is moderately loud.

## SELECTION PROCESS

Complete application materials will be screened in relation to the criteria described in this job announcement. Candidates deemed to be the most highly qualified will be invited to participate in the selection process that may consist of training and experience evaluation and technical oral interview. Applications are available on-line at <https://www.cityofsouthelmonte.org/>. Applications may be submitted in person, by mail or emailed to [hr@soelmonte.org](mailto:hr@soelmonte.org). Resumes will not be accepted in lieu of a City application. It is the applicant's responsibility to make sure the application is properly submitted.

## LEGAL RIGHT TO WORK IN THE UNITED STATES

The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

## EMERGENCY DISASTER WORKER

City of South El Monte employees are registered as an Emergency Disaster Worker. All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster and to take such oath at time of employment.

## EQUAL OPPORTUNITY EMPLOYER

The City of South El Monte is an Equal Opportunity Employer. All applicants will be considered without regard to race, religion, sex (including gender, gender identity, gender expression and pregnancy), national origin, ancestry, disability, medical condition, genetic characteristics or information, marital status, age, sexual orientation (including homosexuality, bisexuality, or heterosexuality), military and veteran status.

## REASONABLE ACCOMODATIONS

The City of South El Monte is committed to providing reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

**The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.**



**CITY OF SOUTH EL MONTE  
1415 SANTA ANITA AVENUE  
SOUTH EL MONTE, CA 91733**

