

**CITY OF NEDERLAND
PARKS & RECREATION DEPT.
2019 SWIMMING POOL SEASON
APPLICATION PACKET FOR:**

Relief Swimming Pool Manager

Packet contains:

- 1.) **Job Posting** – provides information on type of employment, benefits eligibility, pay scale, and application period.
- 2.) **Position Classification Plan** – description of the job including supervisory responsibilities, competencies, required qualifications, required education, required skills, required certificates, licenses, and registrations, physical demands, and work environment.
- 3.) **Employment Application** – all fields are required and must be completed with as much detail as possible. Dates should be month and year.

Return applications to:

Nederland Personnel Department

207 N. 12th Street

Nederland, TX 77627

(409) 723-1500

Contact: Holly Guidry, HR Director

OR

Nederland Parks & Recreation Department

2301 Avenue H

Nederland, TX 77627

(409) 724-0773

Contact: Angela Fanette, Parks/Recreation Director

Lifeguard Certification or Renewal

Information about registering for a course to obtain an American Red Cross Lifeguard Certification (or Lifeguard Certification renewal) may be obtained by visiting the following website:

<https://www.lamar.edu/students/student-engagement/recreational-sports/aquatics/lifeguard-certification.html>

Course Reimbursement Eligibility

Individuals who are hired and work for the duration of the pool season (Memorial Day to Labor Day) may be eligible for a reimbursement for their lifeguard certificate expense. The lifeguard certificate must have been completed within the last 12 months from the start of the pool season and a receipt for the course must be submitted to the Parks Director for reimbursement consideration.

CITY OF NEDERLAND JOB POSTING

In accordance with the *City of Nederland Personnel Policy*, notice is hereby given that the City of Nederland is now accepting applications for the position of:

Job Title:	Relief Swimming Pool Manager
Department/Division:	Parks & Recreation
City Classification:	Temporary Part Time (As needed through the summer)
FLSA Classification:	Non-Exempt (Hourly)
Pay Rate:	\$16.00/Hour
Benefits:	No
Additional Requirements:	Applicant must hold Certified Pool Operator (CPO) Certificate, Certified Pool Technician (CPT) Certificate <u>OR</u> an Aquatic Facility Operator (AFO) Certificate <u>AND</u>, Lifeguard and CPR for the Professional Rescuer Certification; American Red Cross Water Safety Instructor (WSI) preferred
Applications Open:	February 5, 2019
Application Deadline:	Applications will be reviewed on Fridays until the position is filled; however, our goal is to have the position filled no later than May 1, 2019
Open To:	The Public

These positions are open to each person who makes proper application and meets all eligibility requirements prescribed by the City of Nederland. A completed application must be received no later than the closing date/time listed above. Applications may be downloaded from the City's website at www.ci.nederland.tx.us or picked up and turned in at the following locations:

City of Nederland Recreation Building 2301 Avenue H, Nederland, Texas (409) 724-0773, (409) 723-1563	or	City of Nederland Personnel Department 207 N. 12 th Street, Nederland, Texas (409) 723-1500
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The City of Nederland is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, national origin, age, disability, marital status, veteran status, citizenship, sexual orientation, or any other class protected by law. The City of Nederland is in compliance with the Americans with Disabilities Act. If you have an established disability as defined in the Americans with Disabilities Act and would like to request a reasonable accommodation when applying, testing, or interviewing for a City of Nederland position, please contact:

Holly Guidry, Human Resources Director
 City of Nederland
 207 N. 12th Street, P. O. Box 967, Nederland, TX 77627
 (409) 723-1500 Telephone, (409) 723-1550 Facsimile



JOB DESCRIPTION

Relief Swimming Pool Manager

DEPARTMENT: Parks & Recreation

DATE: February 2018

SUMMARY: Under basic supervision of the Recreation/Aquatic Assistant, plans, promotes, organizes, and manages recreation activities at the City Pool; assures public safety and compliance with City safety rules and regulations; recruits, trains, and supervises staff.

ESSENTIAL FUNCTIONS: – *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Manages the operations and staff of the City aquatics facility; promotes a positive recreation environment and good personal behavior; assures consistent enforcement of rules and policies.
- Controls pool operations to assure that safety and water quality rules and regulations are adhered to, and that the facility and all equipment are in safe operating condition.
- Manages the activities of the aquatics facility staff; manages, schedules, trains, and monitors the work of staff; prioritizes and assigns tasks; assures that all safety rules and regulations are observed.
- Trains lifeguards in work and safety procedures and the proper maintenance of the facility; evaluates performance and works with employees to correct performance deficiencies; assists with hiring programs, and interviews applicants.
- Maintains administrative and payroll records; collects and summarizes operational data, and prepares operations reports.
- Provides customer services and information to guests and visitors; reports and resolves complaints, special requests, safety conditions, security issues, and illegal activities within scope of authority.
- Assures cleanliness of pool and facility; assigns cleaning tasks and projects to staff; performs regular water tests, monitors pool chemical levels, and makes necessary adjustments to pool chemical balance.
- Promotes good relationships with neighborhood and community groups and other agencies.
- Monitors aquatics facility and guests, and enforces good sportsmanship, rules, and safety standards; assists guests in recreation activities and special programs.
- Supports the relationship between the City of Nederland and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

KNOWLEDGE AND SKILLS:

Knowledge:

- City policies and procedures.
- Policies, rules, and regulations governing the conduct and safety of public recreation programs.
- The rules, regulations, policies, and operating procedures of City Aquatics programs.
- Swimming pool safety rules and regulations.
- Swimming pool maintenance, operations, and safety rules and regulations.
- Principles of water chemistry, chlorination, and pH balancing.
- Lifesaving methods and procedures, including first aid, water rescue methods, and standard resuscitation measures.

Skill in:

- Interpreting and applying City policies and procedures.
- Managing and controlling recreation activities and participants.
- Promoting a positive recreation environment and good personal behavior.
- Coordinating work, providing training, and delegating tasks and authority.
- Monitoring pool facility and guests for violations of rules and safety standards.
- Promoting and enforcing safe work practices.
- Acting quickly and calmly in emergency situations.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; AND two years' experience as an aquatic facility manager; OR an equivalent combination of education, training and experience.

LICENSE AND CERTIFICATION:

- Must possess a valid Texas Driver's License.
- Certified Pool Operator (CPO) Certificate, Certified Pool Technician (CPT) Certificate OR an Aquatic Facility Operator (AFO) Certificate, Lifeguard and CPR for the Professional Rescuer required.
- American Red Cross Water Safety Instructor preferred.
- Depending on the needs of the City, additional technical training and certifications may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City park facilities and special event venues; moderate physical demands are required, with excellent swimming skills; must maintain the physical standards prescribed by the City.

Status:

-Accept

-Decline

**CITY OF NEDERLAND
EMPLOYMENT APPLICATION (REV. 03/2017)**

City of Nederland Personnel Office
P. O. Box 967, 207 N. 12th Street
Nederland, TX 77627
Telephone: (409) 723-1501

Equal access to programs, services, and employment is available to all persons. Applicants requiring reasonable accommodation to the employment process should notify the Personnel Office.				
Position applied for: Relief Swimming Pool Manager				
Referral source:	<input type="checkbox"/> -City bulletin board	<input type="checkbox"/> -High School	<input type="checkbox"/> -Red Cross/YMCA	
	<input type="checkbox"/> -City web-site	<input type="checkbox"/> -Lamar	<input type="checkbox"/> -Other	
Name of source, if applicable: _____				
Date application issued:		Date application returned:		
Name (Last, First, Middle):				
If ever known by any other name(s), including maiden names, please list full name(s):				
Drivers license number:				
Mailing address:	Street or box	City	State	Zip
Physical address:	Street	City	State	Zip
Telephone numbers:	Residence-()		Cell-()	
Have you submitted an application here before? If yes, give approximate dates.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Have you ever been employed by the City of Nederland Pool? If yes, when and what position(s)?				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you related to any member of City Council or any person now employed by the City of Nederland? If yes, please list their names and relationship.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you authorized to work in this country?				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
If necessary, best time to call you at <input type="checkbox"/> -residence <input type="checkbox"/> -cell phone is:				am/pm
CRIMINAL HISTORY				
Have you ever been convicted of, pled guilty to, received probation, deferred adjudication, or been placed on any form of diversion for any criminal offense (misdemeanors and felonies)? (Conviction will not necessarily be a bar to employment. Each instance and explanation will be considered in relation to the position for which you are applying.) If yes, describe in full on a separate page, including dates, criminal offenses, location (city and state), and disposition.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Are you currently serving probation, deferred adjudication, or any form of diversion for any criminal offense? If yes, describe in full on a separate page, including criminal offense(s), current status, expected date of completion, and the name(s) and telephone number(s) of the probation officer or other person(s) to whom you report while on probation, deferred adjudication, or other form of diversion.				<input type="checkbox"/> -Yes <input type="checkbox"/> -No

PLEASE ATTACH COPIES OF YOUR CERTIFICATES!

EDUCATIONAL BACKGROUND

Education	Graduated	Degree (or Credits)	Major	GPA	School
High School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
College	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
Graduate School	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
Business/Technical	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				
Special Courses	<input type="checkbox"/> -Yes <input type="checkbox"/> -No				

RELIEF SWIMMING POOL MANAGER - JOB REQUIREMENTS QUESTIONNAIRE

Do you hold a current American Red Cross Water Safety Instructor certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross Lifeguard training certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a current American Red Cross CPR for the Professional Rescuer certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No
Do you hold a Certified Pool Operator certificate?	<input type="checkbox"/> -Yes <input type="checkbox"/> -No

SKILLS AND QUALIFICATIONS List any other special training, skills, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying.

ASSOCIATIONS AND OFFICES HELD List professional, trade, business, or civic associations and any offices held. (Exclude memberships which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.)

Organization	Licenses, Certificates, Offices Held

ACCOMPLISHMENTS List special accomplishments, publications, awards, etc.. (Exclude information which would reveal sex, race, religion, national origin, age, color, disability, or any other similarly protected status.)

ADDITIONAL INFORMATION List any additional information you would like us to consider.

AUTHORIZATION AND RELEASE FORM

I understand this application is current for this selection process only. At the conclusion of this selection process, this application will become inactive. When a future vacancy arises, and if I wish to be considered for employment, it will be necessary for me to fill out a new application. Applications submitted after the posted deadline will not be accepted.

I understand the City of Nederland, hereinafter referred to as "the City", does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by local, State, or Federal law.

I understand it is the City's policy not to refuse to hire a qualified individual with a disability because of that person's need for a reasonable accommodation as required by the ADA. Applicants may be required to perform particular job functions as a part of the testing procedure in accordance with the selection procedures designated for particular job titles. The demonstration tests will be required of all applicants for the particular job, without exception. Applicants are to notify the City in advance of any reasonable accommodation necessary to perform job functions or tests.

I understand that in accordance with the City of Nederland Substance Abuse Policy that any applicant tentatively selected for this position will be required to submit to pre-job offer testing to screen for substance and/or alcohol abuse prior to employment, and that employment in the position will be contingent upon a negative test result. I understand that failing the substance and/or alcohol screen will eliminate me from being considered for this position and any other position with the City for a one year period.

I understand that if I am hired for a position requiring a commercial drivers license, I must comply with the Omnibus Transportation Employee Testing Act of 1991.

I understand that if I am made a tentative offer of employment, my employment is contingent upon successful completion of a post conditional job offer fitness for duty examination and/or medical examination.

I understand that if I am hired, I will be required to provide proof of identity and legal work authorization.

I understand that all Regular Full-Time positions require incumbents in the course and scope of their employment to provide services for the benefit of the general public during emergency situations that threaten the safety of Nederland's citizens. Without an approved waiver, employees are required to work immediately before, during, or immediately after an emergency.

I understand that the information given in the employment process may be investigated and inquiries will be made concerning my employment, education, criminal history, driving records, and other related matters. I give the City the right to contact and obtain information from all references, employers, educational institutions, and government agencies and to otherwise verify the accuracy of the information contained in this application. I hereby release from liability the City and its representatives for seeking, gathering, and using such information and all other persons, corporations, agencies, or organizations for furnishing such information. Accordingly, I hereby authorize all current and former employers, and all other public and private concerns, including (but not limited to) consumer reporting agencies and similar entities, to release any and

all information maintained by any such employer, concern, agency, or entity concerning my personal history. I understand if employment with the City is denied wholly or partly because of information contained in a consumer report obtained from a consumer reporting (or similar) agency, that I will be entitled to receive from the City only the name and address of the consumer reporting agency or agencies from which the report was obtained.

In consideration of the City's acceptance and consideration of any application for employment, I hereby, and by these presents do for my heirs, agents, executors, administrators, and assigns, release and forever discharge the City and all affiliated entities from all claims, demands, damages, actions, and causes of action pertaining to or arising out of the City's consideration for my application for employment and use, so long as not malicious, of all information obtained in the course or as a result of all inquiries made into my personal history, and release and forever discharge all former employers from all liability arising out of disclosure to the City of information pertaining to my personal history.

I understand that the City is an employment-at-will employer, in that, either I or the City may terminate my employment at any time for any or no reason subject to applicable state of federal law. I understand that if I am hired, I am free to resign at any time, with or without cause and without prior notice, and the City reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no representative of the City, other than an authorized officer, has the authority to make any assurances to the contrary. I further understand that any such assurances must be in writing and signed by an authorized officer.

I understand that my application is subject to the Texas Public Information Act and may be released as a public document. I understand that this application is the property of the City and will become a part of my personnel file if I am hired.

I understand that any falsification, willful omission or deception made in connection with the employment process shall be sufficient cause for refusal of employment or dismissal whenever it is discovered.

I certify that all statements made herein or elsewhere in connection with my application for employment are true and correct. I represent and warrant that I have read and fully understand the foregoing and seek employment under these conditions.

Signature of Applicant

Date Signed

Print Name

