

# San Diego Community College District

## CLASSIFICATION DESCRIPTION

**Title:** Lead Pool Attendant

**Unit:** Supervisory and Professional

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**Job Code:** D1470  
**Original Date:** 07/2005  
**Last Revision:** 04/2016  
**Staff Type:** Classified  
**FLSA status:** Non-exempt  
**Salary Range:** 03

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### DEFINITION

Under the direction of an assigned manager, support the college Physical Education/Exercise Science Aquatics Program and related intercollegiate athletic activities; oversee the operation and maintenance of the campus swimming pool facility and related equipment; supervise the pool lifeguards and assigned classified staff regarding pool operations and maintenance; and ensure and enforce safety for pool facility users.

### EXAMPLE OF DUTIES

1. Oversee the daily operation and maintenance of the pool facility; assist in operating and regulating pool equipment. Plan, organize, schedule, assign, and review work to assigned classified employees, lifeguards, and student workers.
2. Supervise and direct assigned classified staff. Direct the lifeguards to perform maintenance between classes. Authorize time cards for hours worked. Evaluate performance of hourly and student workers and lifeguards.
3. Coordinate facility schedule between district and outside rental requests from other educational institutions and community groups.
4. Coordinate and perform periodic tests and maintain records of the pool chemical levels; clean and maintain the pool facility per district and Health & Safety/OSHA requirements to maintain pool in a sanitary and safe condition and properly treated with chemicals.
5. Inspect and evaluate pool facility and surrounding areas and perform minor repairs as needed. Inspect athletic equipment. Request improvements and major repairs and coordinate with district Facilities Management departments.
6. Control assigned budget and monitor expenditure of funds.
7. Issue, receive, store, and inventory supplies and equipment used in the Physical Education/Exercise Science Aquatics Program. Maintain inventories and order supplies.
8. Setup and breakdown athletic equipment and supplies, such as nets, goals, and fences, used in Physical Education/Exercise Science activity classes and intercollegiate sports at the pool.
9. Coordinate and prepare equipment and supplies for intercollegiate athletic events.
10. Maintain records and provide clerical support. Assist students and instructors as necessary in the instructional and intercollegiate sports programs.
11. Perform related duties as assigned.

### DESIRABLE QUALIFICATIONS

#### Knowledge:

- Appropriate pool chemistry, including chemical levels mandated by the County of San Diego Health Department.
- Basic principles of employee training and supervision.

CPR and First Aid.  
District policies and procedures, including timekeeping.  
Equipment, materials, and supplies used in Physical Education/Exercise Science and intercollegiate classes.  
Familiarity and experience with commercial swimming pool equipment, including but not limited to filtration, heating, and pumping.  
Health & Safety/OSHA requirements.  
Oral and written communications skills.  
Preventive maintenance and repair of athletic and pool equipment.  
Proper storage methods and inventory procedures for Physical Education/Exercise Science and intercollegiate equipment and supplies.  
Record-keeping techniques.  
Safety techniques involving use of hazardous chemicals.

Skills and Abilities:

Communicate effectively, both orally and in writing, with district personnel and the community.  
Establish and maintain effective working relationships with others.  
Evaluate pool facility and surrounding areas, perform minor repairs, and make recommendations for improvements and major repairs.  
Interpret and explain rules, regulations, and procedures  
Maintain records.  
Make simple mathematical calculations.  
Meet schedules and timelines.  
Perform CPR and first aid as needed.  
Perform daily chemical testing of pool accurately.  
Self motivated.  
Train and supervise personnel.  
Work cooperatively with others.  
Work independently.

Training and Experience:

Any combination of training and experience equivalent to one year of full-time work experience maintaining a commercial or public aquatic facility and experience performing the duties outlined above.

License:

Current California Pool Operator License, current CPR and First Aid Certificate. American Red Cross Lifeguard Training Certificate is desired but not required.

**WORKING CONDITIONS**

Physical Requirements:

Category II

Environment:

Outdoors, all types of climatic conditions. May be some hazards to excessive sun exposure and use of swimming pool chemicals.