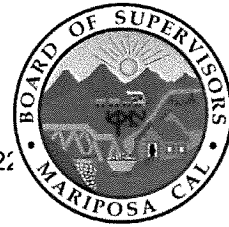




MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2018-69

MEETING: February 20, 2018

TO: The Board of Supervisors

FROM: Steve Dahlem, County Counsel - Interim Human Resources Director

RE: Amend Class Specs for Parks and Recreation Positions

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the Senior Recreation Leader, Lifeguard, and Water Safety Instructor classification specifications effective immediately.

Parks and Recreation staff worked with staff of Human Resources to amend these three class specs for various reasons and the changes are as follows:

- Senior Recreation Leader - The minimum qualifications require that a qualified candidate must have two full-time years of specific experience. That means a Mariposa County Recreation Aide wouldn't qualify for the position for several years if the only experience an incumbent has is as a Recreation Aide in Mariposa County. This is because Recreation Aides typically work only through the summer season. By amending the minimum qualifications to allow for a Recreation Aide to have a certain number of seasonal hours as a Mariposa County Recreation Aide to qualify, this will permit a local incumbent to qualify for the position who has had only seasonal experience.
- Lifeguard - The regulations to certify as a Lifeguard were amended and the minimum qualifications in this class spec likewise needed to be updated accordingly.
- Water Safety Instructor - Similar to the Lifeguard, the regulations to certify as a Water Safety Instructor were amended and the minimum qualifications in this class spec were updated accordingly.

There were other minor changes to each class spec, including an update to title changes for certain Public Works positions.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, requests to amend class specs are approved by the Board of Supervisors.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve as recommended; amend the class specs as the Board desires and approve.

ATTACHMENTS:

Senior Recreation Leader (PDF)
Lifeguard (PDF)
Water Safety Instructor (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

WATER SAFETY INSTRUCTOR

DEFINITION

Provides swimming instruction through the summer programs of the Parks and Recreation Division; instructs people in pool safety rules and procedures, both inside and outside the pool area; and helps people learn to be safe when they are in, on, or around water. This position teaches skills and knowledges in a logical progression for aquatic skill development. Instruction covers Water Safety Courses Parent and Child Aquatics, Preschool Aquatics, Learn-to-Swim Levels 1-6, Adult Swim, Aqua Fitness for all ages, Basic Water Safety, Emergency Water Safety, and Water Safety Instructor Aide. Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures. This job class exercises responsibility for maintaining a safe environment for swim lessons and is also responsible for maintaining accurate records of swimming classes as well as recording any receipts or donations handled by them. This class may act in a lead capacity to provide oversight of aquatics programs conducted at County facilities located outside the Mariposa town area.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities and Recreation Services Manager, and/or the Recreation Supervisor, and/or the Director of Public Works and Transportation.

ESSENTIAL FUNCTIONS

Provides swimming and water safety instructions for aquatic skill development at progressive course levels.

Gives instructions in pool safety rules and procedures, both inside and outside the immediate pool areas.

Maintains accurate attendance records of all classes held.

Maintains a safe environment in accordance with swimming pool safety rules and procedures.

Administers first aid and CPR as needed.

Performs light cashiering duties including operation of a cash register or use of a cash box, receiving money, making change, and receiving funds for classes.

May assist in the training, assignment and monitoring of work for other summer pool employees.

May assist in maintenance of swimming pool, attendant equipment and use of chemicals.

Explains programs and activities to participants, parents and the general public.

Supervises program participants to maintain safety, order and discipline.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Swimming pool safety rules and procedures.

Equipment, materials, and methods used for safe swimming instructions.

The safe use and care of cleaning materials, chemicals, and equipment used in pool maintenance and general custodial work.

Proper safety practices to be followed for a variety of recreation programs.

Ability to:

Teach swimming and provide water safety training.

Train, direct and monitor swim lesson classes and the work of other summer pool employees.

React quickly and calmly to pool emergencies.

Maintain accurate records.

Perform mathematical calculations and make change accurately.

Use cleaning materials and chemicals safely and efficiently.

Understand and follow both oral and written instructions.

Communicate effectively in both oral and written forms.

Meet the physical requirements necessary to perform the duties of the job.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS

Work is performed at a swimming facility.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to use vision and/or hearing to identify and evaluate field emergencies; to perform pool rescues; to sit on a continuous basis while observing patrons using the pool facilities; intermittently stand, bend, squat, climb, kneel, balance, twist, and reach when assisting pool patrons; use hands to finger, handle, feel, or operate objects, tools, or controls; swim and lift moderate weight; visually differentiate between colors when using the water quality testing kit; and occasionally lift and/or move heavy weight. Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as pollen and insect stings and bites; pool chemical fluctuations, which may cause eye and skin irritation; and the exposure to infections, which may cause chronic disease or death, while administering first aid.

MINIMUM QUALIFICATIONS

Experience:

Experience as a Lifeguard is desirable.

Additional Requirements:

Possession of current certifications issued by the American Red Cross, American Heart Association, or YMCA as required by State of California Title 22 regulations for Lifeguards, which includes First Aid and CPR/AED certifications; and Water Safety Instructor course.

Possession of a valid California driver's license or reliable transportation to and from assigned work areas.

Applicants must be a minimum of 16 years of age.

Note: These qualifications may be amended from time-to-time to conform to current State of California Title 22 regulations

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

LIFEGUARD I/II/III

DEFINITION

To assist in maintaining swimming pool safety rules and procedures both inside and outside the pool area; to assist in teaching swimming lessons; and to assist in upkeep of pool and surrounding facilities. This job class exercises responsibility for maintaining a safe environment for swimming pool activities, maintains accurate records of pool use, and assists in general upkeep of pool facilities. Advancement to Lifeguard II or III is based upon departmental need and is not automatic.

Lifeguard I is the entry-level class in this series and works under close supervision within a framework of well-defined policies and procedures. Lifeguards II and III work under general supervision within a framework of standard policies and procedures. Under direction of the Facilities and Recreation Services Manager or the Recreation Supervisor, Lifeguards II and III may act in a lead capacity to provide oversight of aquatics programs conducted at County facilities located outside the Mariposa town area.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities and Recreation Services Manager, and/or the Recreation Supervisor, and/or the Director of Public Works and Transportation.

ESSENTIAL FUNCTIONS

Maintains swimming pool safety rules and procedures.

Assists in the training, assignment, and monitoring of work for summer pool employees.

Administers first aid and CPR as needed.

Assists as a swim lesson aide.

Performs cashiering duties; operates a cash register or uses a cash box, receives money, makes change, and receives funds for classes.

Assists in counting and preparing funds for deposits.

Completes and submits daily pool tally sheets, incident/accident reports, receipts, and general pool operation reports, etc.

Performs general custodial duties in the upkeep of pool, pool office, dressing rooms, and restrooms; maintains sanitary conditions and disposes of debris.

Assists with daily safety checks on pool equipment.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

Swimming pool safety rules and procedures.

The safe use and care of cleaning materials, chemicals, and equipment used in general custodial work.

Proper safety practices to be followed for a variety of recreational programs.

Ability to:

React quickly and calmly to pool emergencies.

Train, direct, and monitor the work of summer pool employees.

Perform routine arithmetical calculations accurately.

Make change accurately.

Maintain accurate records.

Use cleaning materials and chemicals safely and efficiently.

Understand and follow both oral and written instructions.

Communicate effectively in both oral and written forms.

Meet the physical requirements necessary to perform the duties of the job.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS

Work is performed at a swimming facility.

TYPICAL PHYSICAL REQUIREMENTS

Requires the ability to use vision and/or hearing to identify and evaluate field emergencies; to perform pool rescues; to sit on a continuous basis while observing patrons using the pool facilities; intermittently stand, bend, squat, climb, kneel, balance, twist, and reach when assisting pool patrons; use hands to finger, handle, feel, or operate objects, tools, or controls; swim and lift moderate weight; visually differentiate between colors when using the water quality testing kit; and occasionally lift and/or move heavy weight. Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as pollen and insect stings and bites; pool chemical fluctuations, which may cause eye and skin irritation; and the exposure to infections, which may cause chronic disease or death, while administering first aid.

MINIMUM QUALIFICATIONS

Experience:

Lifeguard I:

Qualified work experience as a lifeguard is desirable but not mandatory.

Lifeguard II:

200 hours of work experience as a lifeguard.

Lifeguard III:

400 hours of work experience as a lifeguard.

Additional Requirements: (Lifeguard I, Lifeguard II, and Lifeguard III)

Possession of current certifications issued by the American Red Cross, American Heart Association, or YMCA as required by State of California Title 22 regulations for Lifeguards, which includes First Aid and CPR/AED certifications.

Possession of a valid California driver's license or reliable transportation to and from assigned work areas.

Ability to successfully complete a background check and be fingerprinted.

Applicants under 18 years of age must provide a valid and current work permit at the time of employment; **applicants must be a minimum of 15 years of age.**

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

Creation Date: 4/88
Revision Date: 4/94
Revision Date: 4/96
B/S 96-153 - 4/16/96
Revision Date: 4/06 (B/S Res. 06-130); 2/18 (B/S Res. 18-69)

SENIOR RECREATION LEADER

DEFINITION

To plan, coordinate and supervise the County's day camp and other recreation programs; to develop activities in the areas of sports, crafts, nature study, water safety, games, music and other appropriate areas of entertainment focusing primarily on work with youngsters seven to twelve years of age; to respond to public inquiries regarding available programs; to occasionally perform a variety of manual labor tasks as required for the cleaning and maintenance of County facilities; and to do other related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Facilities and Recreation Services Manager, and/or the Recreation Supervisor, and/or the Director of Public Works and Transportation.

May exercise supervision over subordinate Recreation Aides in a lead capacity.

EXAMPLES OF ESSENTIAL FUNCTIONS

Supervises day camp programs for groups of fifteen to twenty youngsters ages seven to twelve to maintain safety, order and discipline.

Provides program information, registers participants and handles cash receipts.

Plans and prepares daily program activities.

Responds to individual needs involving illness or administration of first aid.

Resolves parental concerns and complaints.

Trains and supervises subordinate staff.

Evaluates program effectiveness and makes recommendations for program improvements and new programs.

Recommends and implements effective public relations and information programs through local media, schools and other public and private support organizations; assists in preparation of publicity materials.

Works with parents and the general community to foster positive support for the division's programs.

Operates a variety of office and audio-visual equipment including personal computers.

Maintains budget control for program services and supplies.

Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS

Knowledge of:

Recreation programs including sports, games, arts and crafts, drama and other outdoor activities.

Methods, materials and equipment required for publicity and promotion including use of personal computers.

Proper English grammar, punctuation, vocabulary and spelling.

Proper safety practices for recreation programs.

Principles of program planning and evaluation.

Principles of supervision and training.

First aid and general emergency procedures.

Ability to:

Plan, organize, direct and supervise a variety of recreation activities for all age groups.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Communicate effectively with both youth and adults.

Understand and independently carry out a variety of oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Train, direct and supervise subordinate employees.

Operate a personal computer and other standard office equipment.

Maintain accurate records and write clear and concise reports.

Work unsupervised and make informed decisions based on established organizational policies and procedures.

Work irregular hours including weekends and evenings.

TYPICAL WORKING CONDITIONS

Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals. Worker frequently works past normal office hours for meetings and other events.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS

Experience:

Two years of experience working with youth and adults in recreational, educational or service-oriented programs.

OR

600 seasonal hours of experience as a Recreation Aide in Mariposa County.

Education:

High school graduation or equivalent.

60 units or 90 semester hours of successfully completed college classes which include course work in recreation, education, or other related courses.

Substitution:

Additional relevant work experience may be substituted for the required college units on a year-for-year basis.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

Ability to successfully complete a background check and be fingerprinted.

Ability to obtain American Red Cross equivalent first-aid and CPR certification.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.