



Thank you for your interest in the position of

Pool Manager Seasonal Part-time

Enclosed in this packet you will find:

- Required American Red Cross Lifeguarding Certification Class schedule through TTU
- Job Description
- Employment Application
- Affirmative Action Form

In order to be considered for this position, **complete and return** the Application packet to include our Application for Employment, Affirmative Action Form and résumé should you choose to include.

The Affirmative Action Form is voluntary and will not adversely affect any consideration you may receive for employment. Leave it blank if you do not wish to provide that information.

The City of Levelland is a drug-free workplace and any candidate for a City position is required to pass a pre-employment drug test, physical exam and background check after a conditional offer of employment is made. Successful passing of the pre-employment drug test, physical exam and background must be completed before a *non*-conditional offer of employment will be made. A driving records check will also be done after the offer of conditional employment is made. If we find that you do not have a valid license, or you do not have a satisfactory driving record, your employment may be terminated. Any offer of employment is contingent until all tests and background checks are completed and results known.

This position will remain open until it is filled.

Applications are screened by the Director of Human Resources and then forwarded to the appropriate supervisor for their review and consideration. All questions/inquiries regarding the status of your application should be directed to the Director of Human Resources.

If you have any questions regarding this packet, please refer them to Melissa Fields-Allgeyer at 806.894.0113 or mfieldsallgeyer@levellandtexas.org

**PLEASE REMOVE AND KEEP THIS MEMO AND
THE JOB DESCRIPTION FOR YOUR RECORDS**

**RETURN YOUR COMPLETED APPLICATION,
AFFIRMATIVE ACTION FORM AND RELEASE OF
INFORMATION FORM (IF REQUESTED) TO THE
MAILBOX IN THE LOBBY OF CITY HALL or MAIL
TO US AS FOLLOWS:**

**City of Levelland
Attn.: Human Resources
PO Box 1010
Levelland, TX 79336**

Attention: All Lifeguards must be certified before you can start work.

The City of Levelland requires successful completion and certification of an American Red Cross Lifeguarding course through Texas Tech University.

The City of Levelland will pay for this course. (restrictions apply)

This class is offered once per month between February and May!!!! Please plan according.

Returning lifeguards that need to be recertified may choose to complete any regularly scheduled class.

Lifeguard Class instructions.

PRECOURSE FOR LIFEGUARD RECERTIFICATION AND FULL LIFEGUARD COURSE

Before registering to a lifeguard course, participants are **required** to pass a pre-course skills test before registering for a Lifeguard Training course.

This \$15 enrollment fee required to take the precourse will be paid by the City of Levelland and will go toward the full purchase price of the course (\$225) upon successful completion of the skills test. Please attend with confidence in your physical skills! Students wishing to work on their swimming strokes/endurance should consider the Adult Swimming or Fitness Swimming programs offered by TTU.

Please note: This enrollment is confirming your attendance in our pre-test only. You will need to pass all elements of the pre-course skills test and then enroll into the course while on-site. Electronic enrollment information will then be sent to you via email. Approximately 9 hours of content will be completed before attending the first class date.

More information can be obtained by going to:

[Lifeguarding Certification Classes | Rec Center | TTU | University Recreation | TTU](#)

Lifeguarding Class Precourse Schedule ~

The first step to earning an American Red Cross Lifeguard Certification is to sign up for and successfully complete a lifeguard pre-course. The pre-course consists of - swim 300 yards without stopping using front crawl and breaststroke, tread water for 2 minutes using legs only, and retrieve a 10-lb brick from minimum of 7 feet deep water and swim 20 yards with the weight, using legs only and exit the water without using a ladder or steps within 1 minute 40 seconds. Please bring a swimming suit and towel to your precourse activity.

February

Thursday, February 2, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

March

Thursday, March 9, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

April

Thursday, April 13, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

May

WEDNESDAY, May 3, 2023 7:00 pm to 9:00 pm TTU Aquatic Center 20 spots available

Lifeguarding Class Schedule (only allowed after successful completion of precourse is documented) ~

February

February 16-19, 2023

March

March 23-26, 2023

April

April 27-30, 2023

May

May 18-21, 2023

**CITY OF LEVELLAND
JOB DESCRIPTION
SWIMMING POOL MANAGER**

TITLE: MANAGER

FLSA STATUS: Non-Exempt

GENERAL DESCRIPTION:

The Manager is responsible for the overall daily operation of the City swimming pool and its staff.

REPORTS TO: Parks & Cemetery Director.

SUPERVISES:

Head Lifeguard, Lifeguards, and Cashiers,

ESSENTIAL FUNCTIONS:

- **50%...**Oversees daily operation of the pool and makes sure pool staff are efficient and competent. Performs regular lifeguarding duties as necessary. Performs all water tests and filters and adds necessary chemicals to ensure properly balanced, sanitized water quality. Handles complaints made by the public in a diplomatic manner, or refers to Public Works Director when necessary.
- **20%...**Works with Parks Department staff to perform facility maintenance. Maintains daily records, including incident and accident reports, water quality, maintenance, and patron usage. Assists the Public Works Department in keeping the yearly revenue records up to date.
- **12%...**Schedules and conducts regular in-service sessions to ensure proper training of all staff. Facilitates pre-season staff meeting to review duties, skills, and facility operations, and facility specific training. Conducts pre-season and mid-season skills testing of all aquatics staff. Prepares and organizes swimming parties and other special events at the pool. Begins, oversees and finishes all vacuum procedures. Assist and keep records on time sheets, pool parties, certification cards of lifeguards, and any record keeping transactions.
- **7%...**Prepares and verifies lifeguarding and cashier work schedules. Notifies City Hall in cases of lightening, break-ins, accidents, chlorine leaks, or chemical problems, or any other questionable situation. Ensures that party records for swimming parties are completed and turned in to the Water Administration office with information regarding the reimbursement of deposits paid on the use of the pool. Responsible for the timely collection, verification, and delivery of time sheets to the Payroll Coordinator. Keeps an accurate and up to date inventory of all chemicals and supplies and purchases needed supplies (such as staff uniforms, first aid supplies, cleaning supplies, chlorine, concession items etc.) before and during the season to ensure a safe, well-equipped facility while staying within a set budget.
- **6%...**Performs all daily closing and opening duties including:
 - Water tests, filters, and adjusting chemicals;
 - Completes facility safety checks and insures that all safety equipment is stored properly.
- **5%...**Oversees all necessary cashiering duties as follows:
 - Receiving, counting, and paying out cash for daily and seasonal pool fees;
 - Ensuring that receipts are written for each monetary transaction;
 - Counting and balancing daily revenue and completing daily revenue forms. Forms and revenue shall be delivered to the Water Administration office on the next day of business;
 - Providing copies of daily revenue forms to the Water Administration Department for bookkeeping purposes;
 - Checking clothing bags in and out of the office area;
 - Keeping first aid kit and office in order;
 - Cleaning office area on a daily basis;
 - Giving first aid help to patrons;
 - Other duties as assigned.

EDUCATION AND/OR EXPERIENCE:

Minimum of two (2) seasons lifeguarding experience.
Minimum of one (1) full season of teaching swim lessons.
Familiar with general pool operations and equipment.
Familiar with duties of all other pool staff.
Experience as an assistant manager or as a manger preferred.

REQUIRED CERTIFICATIONS AND LICENSES:

American Red Cross Lifeguarding
American Red Cross Water Safety Instructor (WSI)
American Red Cross First Aid
American Red Cross CPR for the Professional Rescuer
Certified Pool/Spa Operator (CPO) or closely related training desirable

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

A majority of the duties performed by this individual will take place in and around the Levelland Swimming Pool. While performing the duties of this job, the employee will frequently work near moving mechanical parts and in outside weather conditions and is frequently exposed to fumes, airborne particles, toxic or caustic chemicals.

The noise level of the work environment is usually low to moderate.

While performing the duties of this job, the employee is constantly required to climb into lifeguard stanchions, climb in and out of the swimming pool (with or without the use of pool ladders), and to walk up and down stairs. The employee is frequently required to use hands and fingers to handle or feel objects or equipment; stop, kneel, twist, crouch, or crawl; talk or hear; and taste or smell.

The employee must be able to lift and/or move victims, equipment, and supplies weighing up to 150 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee will be required to maintain a degree of fitness and strength to meet the demands of the job



Application For Employment
1709 Ave. H. PO Box 1010 Levelland, Texas 79336
Phone 806-894-0113 Fax 806-894-0119

Important: Read carefully and sign this application. Answer every question concisely but completely. Incomplete applications will not be considered.

Pool Manager – Seasonal Part-Time
POSITION DESIRED DATE

NAME _____
(Last Name) (First Name) (Middle)

Mailing Address _____
Number Street or Avenue City State Zip

Telephone No: Home () Cell () E-Mail @ _____

Do you have any relatives employed by the City of Levelland? Yes No

Department: _____ Their Name(s): _____
Relationship _____

Have you been interviewed by the City previously? Yes No

When _____ What Position? _____ By Whom? _____

Check all types of work you will accept: Full Time Seasonal/Temporary Part Time

When will you be able to report for work? _____ Minimum salary requirement _____

Are you a U.S. Citizen? : Yes No

If not, provide alien registration number: _____

Have you ever been convicted of a felony: Yes No

Prior to employment, applicant will be investigated as to convictions for prior criminal offenses. A prior conviction will not automatically disqualify an applicant for employment and will be considered only as is related to the job applied for. Details (charges, penalties, where, when currently on parole, probated sentence) are requested.

Are you able to perform the essential functions of the job? Yes No

If no, which essential functions will you be able to perform? _____

What reasonable accommodations would help you to perform the essential functions?

High School or GED _____
 School _____ City/State _____ Last Grade Completed _____

College/University: _____
 Location _____ Sem. Hours _____ Major _____ Minor _____ Type of Degree _____

Special Skills and Qualifications - Summarize special skills and qualifications acquired from employment or other experience. Also, if applicable, indicate number of people you have supervised.

EMPLOYMENT RECORD - Start with your present or most recent job, include military service assignments and volunteer activities. Exclude organizations names which indicate race, color, religion, sex, national origin, or disability. Must include full and complete employment history for last 15 years as applicable. Explain breaks in employment, including unemployment benefits. Attach additional pages if necessary. **This section must be completed despite the possible enclosure of a resumé.**

May we contact your present employer? Yes No

Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	
Employer _____	Telephone (_____) _____
Job Title _____	Dates Employed: From _____ To _____
Salary: Starting \$ _____ Final \$ _____ Per <input type="checkbox"/> Hour <input type="checkbox"/> Week <input type="checkbox"/> Year	
Supervisor _____	
Worked Performed _____	
Reason for Leaving _____	

READ CAREFULLY BEFORE SIGNING

I hereby certify that the statements made and answers given by me to the foregoing and following questions are true and correct and that there are no omissions of any kind whatsoever. I agree that any evasion, untruthful statement, answer, or omission shall be sufficient cause for discharge at any time. I agree to submit to the physical examination during the required drug screen, whenever requested by the City of Levelland, by doctor, or doctors designated by the City, either prior to or during the course of employment, subject to the requirements of ADA. I hereby release all doctors, medical personnel, and elected officials from all liability claims and damages in connection to furnishing any information to the City of Levelland. I hereby request and authorize the companies or persons show under "Employment Record" or other interested parties not necessarily named in the foregoing application to furnish the City of Levelland and information regarding my employment by them together with any information they may have regarding me, including motor vehicle records, military records, financial status, criminal records, and general reputation, and I hereby release such companies or person, the City of Levelland, its management and elected officials from all liability, claims and damages in connection with the furnishing of such information. I further acknowledge that my employment may be terminated, and any offer of employment if such is made, may be withdrawn with or without cause, at the option of the City or myself. I further acknowledge that the foregoing completed application form does not in any way constitute a contract of employment.

Signature of Applicant

Date

The City of Levelland is an equal opportunity employer and does not discriminate on the basis of race, creed, color, national origin, gender, religion or disability.



AFFIRMATIVE ACTION FORM
Pool Manager

Government agencies require reports on status of applicants. This data is for analysis and affirmative action only. Submission is voluntary. Failure to supply this information will not jeopardize or adversely affect any consideration you may receive for employment or later advancement in employment.

Sex: Male Female

Race/ethnicity:

Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.

White (Not Hispanic or Latino) – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Black or African American (Not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Asian (Not Hispanic or Latino) – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

American Indian or Alaska Native (Not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Veteran: Non-veteran

Please identify where you learned about an employment opportunity with this organization.

- Newspaper ad Tech school/college placement Employee referral
 Temporary service Recruiter State employment service
 Other _____