RESOLUTION 2019-11

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELL
APPROVING THE FOLLOWING NEW PART-TIME AQUATIC
POSITIONS AND SALARY RANGES; POOL MANAGER,
SENIOR LIFEGUARD, LIFEGUARD/ SWIM INSTRUCTOR, AND
CASHIER/ LOCKER ROOM ATTENDANT

WHEREAS, The Community Services Department does not operate a swimming pool and
does not offer an aquatics program to the residents of Bell; and

WHEREAS, the City of Bell knows that a direct benefit will be offered to the residents by
having access to an aquatics program; and

WHEREAS, the City Council approved the Joint Power Agreement with the Los Angeles
Unified School District (LAUSD) to allow the City of Bell to use the Aquatic Facility at Bell High
School to operate a summer aquatics program; and

WHEREAS, by this Resolution, the City of Bell Community Services Department is
authorized to submit a Budget Transfer from the Professional Services account 001-60-66-0000-
000-6100 in the amount of $30,000 to the account Part-Time Salaries 001-60-66-000-000-5200.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BELL DOES HEREBY:

SECTION 1. The City Council hereby approves the job descriptions and salary ranges
for the positions of Pool Manager, Senior Lifeguard, Lifeguard/Swim Instructor, and
Cashier/Locker Room Attendant attached hereto as Exhibit A.

SECTION 2. The City Council hereby approves amending the Fiscal Year 2018-19
budget by transferring $30,000 from the Aquatics Professional Services 001-60-66-0000-000-
6100 to the Aquatics Part-Time salaries 001-60-66-0000-000-5200.

SECTION 3. This Resolution shall take effect immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED this 27th day of February 2019.

Fidencio Joel Gallardo, Mayor

APPROVED AS TO FORM:

David Aleshire, City Attorney
CERTIFICATE OF ATTESTATION AND ORIGINALITY

I, Angela Bustamante, City Clerk of the City of Bell, hereby attest to and certify that the foregoing resolution is the original resolution adopted by the Bell City Council at its regular meeting held on the 27th day of February 2019, by the following vote:

AYES: Councilmembers Romero, Valencia, Vice-Mayor Quintana and Mayor Gallardo

NOES: None

ABSENT: Councilmember Saleh

ABSTAIN: None

[Signature]

Angela Bustamante, City Clerk
CLASSIFICATION SPECIFICATION

CITY OF BELL

POOL MANAGER (Seasonal)

DEFINITION
Under general supervision, develop, oversee, implement, and promote aquatics programs and activities. Monitors the use of the swimming pool, observes swimmers and pool area from assigned station, responds to unsafe conditions for potential hazards, and enforces safety rules. Provide leadership for aquatics programs and safety by training and supervising aquatics part-time staff and coordinating other related functions in order to provide high quality service in a responsible manner. Perform a variety of daily routines to difficult clerical support services and related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory and management staff.
Supervises Lifeguard/Swim Instructors and Cashiers.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Assists the Recreation Coordinator and Recreation Supervisor in organizing, scheduling, and directing activities; work effectively with staff and other services providers and coordinating activities.
- Schedule supervise, train and develop aquatics staff; assist with scheduling conflicts and approve timesheets.
- Assists in the development and coordination of aquatic’s program classes and prepares swimming lessons for participants from infants to adolescents of various abilities.
- Evaluate the full range of aquatics operations (i.e. lifeguard rotations, rule enforcement, staff performance, signage, front desk cashier operations); compile and analyze aquatics statistics and records; maintain records of participation, supplies, equipment; being vigilant and aware of safety standards.
- Prepare written reports and recommendations on the basis of evaluated data.
- Interact with program participants, volunteers, and other workers to stimulate interest and participation in programs; attend meetings as assigned.
- Provide assistance on special projects as assigned.
- Enforce facility regulations, policies, and procedures.
City of Bell  
Classification Specification  
Pool Manager

- Perform routine swimming pool aquatics equipment maintenance work on or around the swimming pool.
- Performs appropriate rescues when necessary as well as First Aid when required.
- Maintain records and prepare accurate written reports and may assist cashier.
- Assist with securing the aquatic facility at the close of the day.
- Other Duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
High School Diploma or GED. Some college coursework in recreation, kinesiology, education or related field is highly desirable. Must carry a valid Lifeguard and Water Safety CPR/First Aid certification as well as a valid Water Safety Instructor Certificate.

Experience:
Equivalent to two (2) years of experience as a pool or beach lifeguard and/or swim instructor, with (1) of being in a lead staff experience. Title 22 Certification is desirable, however will be provided upon recruitment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
- Principles and methods used in planning, organizing, implementing, and evaluating a broad range of aquatics programs, services, and activities.
- Operations of a variety of word processing, spreadsheets, and publishing software applications; operation of standard office equipment to include computers and networks.
- Swimming and lifesaving techniques, principles, and practices.
- First aid principles and practices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:
- Operate an office computer and software applications.
- Maintain accounting and aquatics records for program activities; maintain filing and record keeping systems.
Communicate clearly and concisely. Both orally and in writing.
Provide proof of a valid CPR/First-certification upon appointment.
Provide proof of a valid Water Safety Instructor Certificate upon appointment.
Maintain accurate records.
Perform maintenance and cleaning of pool and other assigned areas.
Maintain and work safely with a variety of equipment and chemicals used in pool activities.
Communicate clearly and concisely both orally and in writing.
Establish and maintain effective relationship with those contacted in the course of work.
Follow oral and written directions.
Work a flexible schedule which may include mornings, evenings, weekends, and holidays.
Speaking Spanish is highly desirable.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Candidates are REQUIRED to be Lifeguard and Water Safety CPR/First-Aid certified to qualify for this position at the time of appointment.
Candidates must carry a valid Water Safety Instructor Certificate to qualify for this position at the time of appointment.
Title 22 Certification is desirable, however will be provided upon recruitment.
A valid California class C driver’s license.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – work in a standard office or recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent public contact; occasional working alone.

WORKING CONDITIONS
The majority of work is performed indoors in a swimming pool. An incumbent sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, swims, reaches, bends, crawls, and pushes, pulls, drags, grasps and lifts pool/community center equipment weighing up to 50 pounds. While performing the duties of this job, an incumbent physically must be able to react quickly to lifesaving emergencies and will perform strenuous physical activity requiring physical strength and endurance when performing water rescues.
City of Bell
Classification Specification
Pool Manager

During the course of some rescue and first aid tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases and other related health hazards. An incumbent will have exposure to pool water and pool chemicals, cleaning solvents and disinfectants and electrical and mechanical hazards. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to work Weekdays, evenings, weekends, and holidays.
CLASSIFICATION SPECIFICATION

CITY OF BELL

SENIOR LIFEGUARD (Seasonal)

DEFINITION
Under general supervisions, monitor the use of the swimming pool, observes swimmers and pool area from assigned station, responds to unsafe conditions for potential hazards, and enforces safety rules.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory and management staff.
Assists in the supervision of Lifeguard/Swim Instructors and Cashiers.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Assists in the supervision of the Lifeguards/Swim Instructors and Cashiers.
- Enforces facility regulations, policies, and procedures.
- Prepares and conducts swimming lessons for participants from infants to adolescents of various abilities.
- Observes swimmers and pool area from assigned station.
- Performs rescues in the pool area; and administers CPR and first aid as needed.
- Monitors activities in swimming areas to prevent accidents.
- Perform routine swimming pool aquatics equipment maintenance work on or around the swimming pool.
- Maintain records and prepare accurate written reports.
- Performs appropriate rescues when necessary as well as First Aid when required.
- Assist with securing the aquatic facility at the close of the day.
- Other Duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:
City of Bell
Classification Specification
Senior Lifeguard

Education:
High School Diploma or GED. Must carry a valid Lifeguard and Water Safety CPR/First Aid certification as well as a valid Water Safety Instructor Certificate.

Experience:
Equivalent to one (1) year of experience as a pool or beach lifeguard.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Swimming and lifesaving techniques, principles, and practices.
- Entry level aquatics instruction and practices.
- First aid principles and practices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Provide proof of a valid Lifeguard and Water Safety CPR/First-certification upon appointment.
- Provide proof of a valid Water Safety Instructor Certificate upon appointment.
- Maintain accurate records.
- Perform maintenance and cleaning of pool and other assigned areas.
- Maintain and work safely with a variety of equipment and chemicals used in pool activities.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective relationship with those contacted in the course of work.
- Work a flexible schedule which may include mornings, evenings, weekends, and holidays.
- Follow oral and written directions.
- Spanish Speaking is Highly Desirable.
- Work a flexible schedule which may include mornings, evenings, weekends, and holidays.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Candidates are REQUIRED to be Lifeguard and Water Safety CPR/First-Aid certified to qualify for this position at the time of appointment.
Candidates must carry a valid Water Safety Instructor Certificate to qualify for this position at the time of appointment.
City of Bell  
Classification Specification  
Senior Lifeguard

A valid California class C driver's license and a satisfactory driving record is highly desired. Individuals who do not meet this requirement due to a disability or personal choice, will be reviewed on a case-by-case basis.

PHYSICAL AND MENTAL REQUIREMENTS

Mobility — work in a standard office or recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting — occasional lifting up to 50 pounds. Vision — constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity — frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological — frequent public contact; occasional working alone.

WORKING CONDITIONS

The majority of work is performed indoors in a swimming pool. An incumbent sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, swims, reaches, bends, crawls, and pushes, pulls, drags, grasps and lifts pool/community center equipment weighing up to 50 pounds. While performing the duties of this job, an incumbent physically must be able to react quickly to lifesaving emergencies and will perform strenuous physical activity requiring physical strength and endurance when performing water rescues. During the course of some rescue and first aid tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases and other related health hazards. An incumbent will have exposure to pool water and pool chemicals, cleaning solvents and disinfectants and electrical and mechanical hazards. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to work Weekdays, evenings, weekends, and holidays.
CLASSIFICATION SPECIFICATION
CITY OF BELL

LIFEGUARD/SWIM INSTRUCTOR (Seasonal)

DEFINITION
Under general supervisions, monitor the use of the swimming pool, observes swimmers and pool area from assigned station, responds to unsafe conditions for potential hazards, and enforces safety rules.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Enforces facility regulations, policies, and procedures.
- Prepares and conducts swimming lessons for participants from infants to adolescents of various abilities.
- Observes swimmers and pool area from assigned station.
- Performs rescues in the pool area; and administers CPR and first aid as needed.
- Monitors activities in swimming areas to prevent accidents.
- Perform routine swimming pool aquatics equipment maintenance work on or around the swimming pool,
- Maintain records and prepare accurate written reports.
- Performs appropriate rescues when necessary as well as First Aid when required.
- Assist with securing the aquatic facility at the close of the day.
- Other Duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education:
Junior class standing in High School or above required. Must carry a valid Lifeguard and Water Safety CPR/First Aid certification as well as a valid Water Safety Instructor Certificate.
Experience:
Equivalent to one (1) year of experience as a pool or beach lifeguard.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Swimming and lifesaving techniques, principles, and practices.
- Entry level aquatics instruction and practices.
- First aid principles and practices.
- Methods, materials, and equipment involved in the maintenance and operation of swimming pools.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to:

- Provide proof of a valid Lifeguard and Water Safety CPR/First-certification upon appointment.
- Provide proof of a valid Water Safety Instructor Certificate upon appointment.
- Maintain accurate records.
- Perform maintenance and cleaning of pool and other assigned areas.
- Maintain and work safely with a variety of equipment and chemicals used in pool activities.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective relationship with those contacted in the course of work.
- Work a flexible schedule which may include mornings, evenings, weekends, and holidays.
- Follow oral and written directions.
- Spanish Speaking is Highly Desirable.
- Work a flexible schedule which may include mornings, evenings, weekends, and holidays.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
Candidates are REQUIRED to be Lifeguard and Water Safety CPR/First-Aid certified to qualify for this position at the time of appointment.
Candidates must carry a valid Water Safety Instructor Certificate to qualify for this position at the time of appointment.
A valid California class C driver’s license and a satisfactory driving record is highly desired. Individuals who do not meet this requirement due to a disability or personal choice, will be reviewed on a case-by-case basis.
PHYSICAL AND MENTAL REQUIREMENTS
Mobility – work in a standard office or recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent public contact; occasional working alone.

WORKING CONDITIONS
The majority of work is performed indoors in a swimming pool. An incumbent sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, swims, reaches, bends, crawls, and pushes, pulls, drags, grasps and lifts pool/community center equipment weighing up to 50 pounds. While performing the duties of this job, an incumbent physically must be able to react quickly to lifesaving emergencies and will perform strenuous physical activity requiring physical strength and endurance when performing water rescues. During the course of some rescue and first aid tasks, an incumbent may be exposed to blood, other bodily fluids/products, communicable diseases and other related health hazards. An incumbent will have exposure to pool water and pool chemicals, cleaning solvents and disinfectants and electrical and mechanical hazards. An incumbent must be able to meet the physical requirements of the class and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to work Weekdays, evenings, weekends, and holidays.
CLASSIFICATION SPECIFICATION

CITY OF BELL

AQUATICS CASHIER (Seasonal)

DEFINITION
Under general supervisions, monitors the facility front desk and locker rooms, in takes and deposits daily transactions, observes swimmers and pool area from assigned station, responds to unsafe conditions for potential hazards, and enforces safety rules.

SUPERVISION RECEIVED AND EXERCISED
Received general supervision from higher level supervisory and management staff.

ESSENTIAL DUTIES
Duties may include, but are not limited to, the following:

- Enforces pool rules and regulations.
- Provides aquatics facility locker room supervision.
- Participates in the day-to-day operations of assigned seasonal aquatics performs; assists in organizing daily events, activities, and classes.
- Performs a variety of customer service functions including initial greetings, explaining aquatics facility center/site rules and regulations to participants, and program information distribution.
- Cash handling for daily entrance fee, collects money and issues receipts.
- Opens and closes assigned aquatics facility and locker rooms, secures, maintains, and cleans restroom including picking up of trash and cleaning grounds in and around pool facility; prepares program sites and activities, including setting up and taking down equipment.
- Assists with maintenance of records and files all participants, updating emergency and other pertinent information on a regular and as needed basis.
- Performs first aid and CPR as necessary.
- Other duties as assigned.

QUALIFICATIONS GUIDELINES
To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:
City of Bell
Classification Specification
Aquatics Cashier

Education:
Junior class standing in High School or above required.

Experience:
Entry level cash handling in a volunteered or paid position highly desirable.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Operations, services and activities of recreation programs.
- Operational characteristics of equipment used in recreation programs.
- Safety principles and practices, including basic first aid and health/hygiene.
- Basic principles of record keeping.
- Cash handling techniques.
- Modern office practices, methods and computer equipment including specialized applications.
- Methods and techniques of providing quality customer service to City staff and members of the public.
- Basic math required for cash handling intake.
- Entry level word or excel.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Spanish Speaking highly desirable.

Ability to:

- Maintain a safe and healthy environment.
- Lift tables and chairs.
- Provide assistance in a variety of recreation programs.
- Effectively interact with a variety of aquatics program participants from diverse ethnic and socio-economic backgrounds.
- Maintain recreational facilities and equipment in a clean, safe and secure manner.
- Handle cash related transactions in an accurate manner.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Communicate clearly and effectively, with program participants.
- Understand and follow oral and/or written policies, procedures, and instructions.
Establish and maintain effective working relationships with those contacted in the course of work.

Work a flexible schedule which may include mornings, evenings, weekends, and holidays.

LICENSE, CERTIFICATE, AND REGISTRATION REQUIREMENTS:
A valid California class C driver’s license and a satisfactory driving record is highly desired. Individuals who do not meet this requirement due to a disability or personal choice, will be reviewed on a case-by-case basis. Standard First Aid Certificate issued by the American Red Cross CPR Certification is highly desired or will be provided upon recruitment.

PHYSICAL AND MENTAL REQUIREMENTS
Mobility – work in a standard office or recreational facility setting, use standard office equipment, including a computer; mobility to lead groups in activities; occasional pushing/pulling; occasional bending, kneeling, squatting and crawling. Lifting – occasional lifting up to 50 pounds. Vision – constant use of good overall vision for reading/close up work; frequent use of color perception and eye/hand coordination; occasional use of depth perception and peripheral vision. Dexterity – frequent repetitive motion from writing and using a computer keyboard; frequent grasping, holding and reaching. Hearing/Talking - frequent hearing/talking to others on the telephone and in person; occasional hearing of faint sounds. Emotional/Psychological – frequent public contact; occasional working alone.

WORKING CONDITIONS
The majority of work is performed indoors in a swimming pool. An incumbent sits, stands, walks and runs on slippery and uneven surfaces, kneels, crouches, twists, climbs ladders and inclines, swims, reaches, bends, crawls, and pushes, pulls, drags, grasps and lifts pool/community center equipment weighing up to 50 pounds. Work is performed in an office and/or recreational facilities environment or outdoors in a variety of weather and temperature conditions with moderate noise levels, and some direct exposure to hazardous chemicals and physical substances. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must be available to work Weekdays, evenings, weekends, and holidays.
## Salary Range for Aquatics Program Positions

<table>
<thead>
<tr>
<th>Position</th>
<th>Step A</th>
<th>Step B</th>
<th>Step C</th>
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