

**ASSISTANT RECREATION SUPERVISOR OR
RECREATION SUPERVISOR I/II
WATERPARK SAFETY AND OPERATIONS ASSIGNMENT**



Are you a self-motivated individual who has advanced knowledge of aquatic operations, waterslides, swim lessons and lifeguards? Can you use your exceptional organizational and supervisory skills to effectively manage a diverse program mix? Then the City of Fremont's Community Services Recreation Division may be the place for you!

Tentative Recruitment Schedule

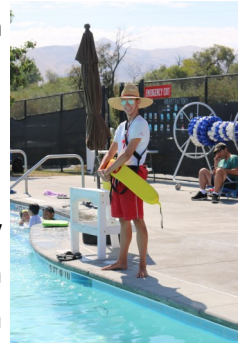
First Review of Applications:

March 20, 2018—noon

Oral Boards:

March 28, 2018

The Department currently has one vacancy that may be filled at the Assistant Recreation Supervisor, Recreation Supervisor I or II level, depending on work experience and knowledge.



FREMONT - A CITY ON THE MOVE!

Fremont is a well-managed and innovative city, and has recently generated national attention by placing in Money Magazine's top 50 "Best Places to Live 2016" in the country, and ranking 4th on the "Most Family Friendly" list of California cities by Estatefy. Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, green technology, a low crime rate, great schools, a low unemployment rate, quality parks and nearby open space, and an incredibly diverse population of over 231,664 residents. As a full service City, Fremont employs over 915 regular employees and has a General Fund budget of \$192.2 million for the 2017-18 fiscal year. Fremont is an employer that values its people, creativity, quality service, integrity, open communication, collaboration, mutual respect, and diversity. Employees find their work challenging, yet rewarding, and most importantly, enjoy the chance to make a difference through public service. [Think Fremont!](#)

THE POSITION

The Recreation Division of the Community Services Department works within a business model that recovers program costs. This specific Recreation Supervisor will be assigned to the Waterpark. The successful Recreation Supervisor candidate is a dynamic, effective leader with advanced knowledge of programming, budgeting, and implementing a variety of recreation services and activities who demonstrates creative problem solving and excellent customer service skills. Recreation Supervisors exercise considerable judgment in day to day decision making with the scheduling and operations of the waterpark and programming. All positions supervise seasonal or temporary employees and volunteers; these positions include, but are not limited to: lifeguards, water safety staff, pool techs, and EMT's. The Recreation Supervisor II may also supervise full-time employees. Ensuring proper maintenance of the water park facilities is essential in this position. This would include, but is not limited to: maintenance of pool's, pumps, equipment and chemical deliveries. At any level, the Recreation Supervisor must establish positive working relationships with the public and community groups and is accountable for ensuring waterpark operations meet the quality, safety, and service standards established by the Department. The position also requires keeping current on developments in the field and making recommendations to expand and improve activities and programs. The position will be filled based on candidate's career experience and knowledge.



RESPONSIBILITIES

- ◆ Plans, organizes, develops and supervises the waterpark activities and facility and overall programs within the established department policy and pursuant to direction
- ◆ Responsible for coordination and supervision of swim lessons and junior life guard programs
- ◆ Supervise, schedule, and coordinate maintenance of waterpark facilities. Including, but not limited to: maintenance of pool's, pumps, equipment and chemical deliveries
- ◆ Adhere to all safety regulations and/or protocols for programs, facilities and make suggestions on improvements when needed; with assurance to passing all State, County, and Lifeguard Audits and inspections
- ◆ Conducts program implementation/coordination and training meetings with seasonal or temporary employees and volunteers in assigned activities to assure maintenance of health, safety and service standards
- ◆ Interview, train, schedule, assign work, discipline and exercise functional supervision of seasonal or temporary employees and volunteers. Which include, but are not limited to: all lifeguards, leads, maintenance staff, and waterpark safety staff
- ◆ Train, schedule, assign work, discipline and exercise full supervision of full-time (regular) employees (applies to Recreation Supervisor II level only)
- ◆ Develop and monitor budgets, individual performance plans and marketing plans
- ◆ Prepare drafts for reports, flyers memos, letters, and other written materials
- ◆ Explain and tactfully enforce City and department policies while working with individuals and community groups

EDUCATION AND EXPERIENCE

Any combination of education and/or experience in aquatics, which has provided the knowledge, skills and abilities necessary to satisfactory job performance would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Assistant Recreation Supervisor: graduation from High School or equivalent plus some college coursework in recreation or a related field, and six months experience leading recreation programs.

Recreation Supervisor I: possession of a bachelor's degree or equivalent from an accredited college or university and two years of experience leading recreation programs.

Recreation Supervisor II: possession of a Bachelor's degree or equivalent from an accredited college or university and four years of experience leading recreation programs equivalent to City of Fremont Recreation Supervisor I.

LICENSES/CERTIFICATES/SPECIAL REQUIREMENTS

- Incumbents in this classification are required to complete DOJ background checks to help determine the suitability of a person applying for employment or as a volunteer working with children, the elderly or disabled.
- A valid, approved First Aid/CPR certification must be obtained within six months of appointment and maintained throughout the assignment.
- Incumbents must report child abuse and/or neglect as required by California Penal Code 11166.5.
- Possession of a valid Class C California Driver's License is required by time of appointment. Failure to possess or maintain the valid required license shall result in discipline up to and including termination of employment. This classification requires the ability to travel independently within and outside of City limits.

HIGHLY DESIRABLE FOR THE WATERPARK ASSIGNMENT:

- Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO)
- Serve Safe Certification
- Ellis Lifeguard Instructor Certification

IDEAL CANDIDATE

The City is searching for a self-motivated individual who has advanced knowledge of programming, budgeting and implementing a variety of recreation services and activities, specifically in the aquatic industry. Being a CPO or AFO and having the proper Ellis Certification that is indicated in the above section, is highly desirable. This individual must be skilled in training, supervising and evaluating seasonal and temporary employees and volunteers. In addition, the successful candidate must possess excellent verbal and written communication abilities, as well as establish and maintain effective working relationships with co-workers, other departments, community organizations and the general public.

COMPENSATION AND BENEFITS

The annual salary is \$61,079—\$96,913 depending on qualifications. A complete benefit summary can be found online at Fremont.gov or by selecting this link: [Benefits Summary](#)

This position is represented by the City of Fremont Employee Association (CFEA) bargaining group. The probationary period for this position is twelve (12) months.

HOW TO APPLY

To be considered for this position, apply online by submitting a completed **City application, resume** and **cover letter** through our online applications system: <http://www.fremont.gov/cityjobs>.

SELECTION PROCESS

The process may include an oral panel interview and other related test components. Reference, fingerprint checks, and medical clearance are required for this position. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

REASONABLE ACCOMMODATION

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs 5 days in advance of the selection process by calling (510) 494-4660.

The City of Fremont is an Equal Opportunity Employer

HUMAN RESOURCES DEPARTMENT

City of Fremont

3300 Capitol Avenue, Building B

Fremont, CA 94538

(510) 494— 4660

WWW.FREMONT.GOV

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The information contained herein is subject to change and does not constitute either an expressed or implied contract.

ASSISTANT RECREATION SUPERVISOR OR RECREATION SUPERVISOR I/II

SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this Supplemental Questionnaire is required for your application to be considered for Fremont's Recreation Supervisor I/II or Assistant Recreation Supervisor position and is an integral part of the examination process. This Supplemental Questionnaire will be used to evaluate your work experience as it relates to the positions.

All answers given in this Supplemental Questionnaire regarding work experience are subject to verification. Any misrepresentation of information will be justification for disqualification from the examination process in accordance with the provisions of the City of Fremont's Personnel Rules.

DIRECTIONS:

Please respond to each of the following questions. **When you apply online, you will have space to insert your answers and will not need to attach a separate attachment.**

1. What is your highest level of education?
 - Some High School
 - High School Diploma or G.E.D.
 - Some college
 - AA Degree or Equivalent
 - Bachelor's Degree or Equivalent
 - Post-Graduate Degree or Equivalent
2. How many years of experience do you have in the Aquatics industry?
 - None to less than 6 months
 - 6 months to less than 1 year
 - 1 year to less than 2 years
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years or more
3. Please list all of your current certifications as it relates to this position.
4. What do you have experience managing/supervising (select all that apply) ?
 - A) Swim Lessons/Programs
 - B) Park Safety
 - C) Maintenance
 - D) Lifeguards
 - E) Budgets

5. Describe your background and experience as it relates to this position and the Fremont Recreation Division. In particular, highlight any programming or water park experience you have. Include any experience in aquatic and/or waterpark maintenance. *Please limit your response to this question to no more than 500 words.*

6. Please give an overview of your experience related to working with Safety and Health Agencies in the aquatic industry (such as O.S.H.A, D.O.S.H, County Health Inspections, and lifeguard audit agencies, etc.).*Please limit your response to this question to no more than 500 words.*