

**TOWN OF  
APPLE VALLEY, CALIFORNIA**

**AGENDA MATTER**

**Subject Item:**

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY  
AMENDING THE CLASSIFICATION PLAN OF THE TOWN OF APPLE VALLEY**

**Summary Statement:**

Since the initial opening of the Town's pool, the Town's recreation swim program has utilized the classification of Senior Lifeguard when providing instruction to the swim team. The swim team started out with 20 to 30 swimmers, mostly novice swimmers, and the use of a Senior Lifeguard was appropriate because the instructions given to the swim team was comparable to the level of instruction given for swim lessons. However, with the swim program expanding the time has come to add the classification of Swim Coach to meet the expanding skill levels of the swim team and to meet the requirements of being an officially registered swim team.

The swim team currently consists of 70 to 80 swimmers with varying skill levels. The team has a membership with USA Swimming (National Governing Body for the sport of swimming). As a member of USA Swimming, the Town's swim team has the ability to participate in off-site swim meets in addition to hosting swim meets at the Town's Aquatic Center. In order for the Town's swim team to be registered with USA Swimming and to have the ability to compete at swim meets, the Town must have a defined Swim Coach position with ASCA Level III certification. The Swim Coach position also requires exclusive knowledge of USA Swimming requirements and greater overall coaching knowledge and expertise.

(Summary continued on page 2)

**Recommended Action:**

Adopt Resolution No. 2010-33, a Resolution of the Town Council of the Town of Apple Valley Amending the Employee Classification Plan of the Town of Apple Valley.

**Proposed by:** Nikki Salas, Director of Human Resources Item Number \_\_\_\_\_

**T. M. Approval:** \_\_\_\_\_ Budgeted Item  Yes  No  N/A

Council Meeting Date: 07/13/10

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY  
AMENDING THE CLASSIFICATION PLAN

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In developing the Swim Coach position, several aquatics swim programs were surveyed by staff to attain salary ranges and to develop an appropriate job description for the Swim Coach position. A copy of the written job description is provided - reference Exhibit A. The recommended salary range for the Swim Coach is a range 26 - \$13.40 - \$18.93/hour.

**RESOLUTION NO. 2010 - 33**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY  
AMENDING THE EMPLOYEE CLASSIFICATION PLAN OF THE TOWN OF APPLE  
VALLEY**

WHEREAS, the Town Council of the Town of Apple Valley has established a classification plan including all employees of the Town of Apple Valley; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the existing classification plan with respect to certain positions;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The position description of Swim Coach is hereby created in accordance with the attached exhibit (Exhibit A)
2. The salary range assigned to the position of Swim Coach shall be 26.
3. All resolutions or parts of resolutions in conflict are hereby amended to be consistent herewith.

PASSED, APPROVED AND ADOPTED THIS 13<sup>TH</sup> DAY OF JULY 2010.

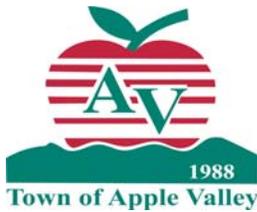
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MAYOR

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TOWN CLERK

## EXHIBIT A



July 2010  
FLSA: NON-EXEMPT  
Seasonal

### SWIM COACH

#### **DEFINITION**

Under direct or general supervision, instructs and supervises individual and group swim classes, special aquatic/swim team programs and other recreational activities for the community.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction or general supervision from the Recreation Supervisor. May exercise technical and functional direction over and provide training to less experienced staff.

#### **CLASS CHARACTERISTICS**

This is the fully experienced class in the Swim Coach series and performs a wide variety of aquatic/swim program duties involving face-to-face leadership of participants in varied structured aquatic and swim activities. This class has significant responsibility in planning, organizing, supervising and reviewing the work of assigned staff. Responsibilities include leading, organizing and coordinating swim practices and physical workouts. Instructs swim programs to provide a quality competitive environment to train and motivate young athletes in the sport of swimming; instructs swim team participants on swimming stroke techniques, race tactics and physical training regimens.

#### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitors pool activities during swim meets and practices; evaluates individual and team performance, explains techniques and assists with skill improvements.
- Monitors aquatics facility and guests and assures compliance to rules, regulations, policies and procedures; assures facilities are maintained in clean and safe condition.
- Coaches and instructs participants in various aquatic/swim techniques.
- Promotes a positive recreation environment and good personal behavior; meets with public, community resource agencies and other organizations to promote program activities.

## **Exhibit A (continued)**

- Prevents accidents through the enforcement of policies, rules, regulations and ordinances governing the conduct of swimming pool patrons; monitors activities in the facilities for individuals who may need assistance.
- Performs regular water tests, monitors pool chemical levels and makes necessary adjustments to pool chemical balance; maintains inventory of chemicals and supplies.
- Promotes and enforces water safety procedures; performs swimming rescues, renders first aid and CPR as needed.
- Evaluates swim programs for effectiveness and participation levels; tracks training hours and coaching services provided, monitors results and generates operational reports as needed; maintains daily logs and pool maintenance records and prepares incident, accident and operational reports.
- Organizes and directs all activities of specific aquatic teams.
- Prepares practice and meet schedules.
- Maintains discipline during workouts and meets.
- Aids in the development of swim schedules including practices and meets. Trains, supervises and coordinates the work of volunteers and part-time staff; assures that staff maintains safe and aesthetically pleasing aquatic events and adheres to policies and procedures for safe operations.
- Performs other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Town policies and procedures.
- Town policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal aquatic/swim activities.
- Principles of water chemistry, chlorination and pH balancing.
- Lifesaving methods and procedures, including first aid, water rescue methods and resuscitation measures.
- Practices and methods of coaching youth.
- Principles and techniques of competitive aquatic/swimming.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service standards and protocols to the public and Town staff, in person and over the telephone.
- Occupational hazards and safety precautions.
- Principles and requirements to properly register for swimming meets.

#### **Ability to:**

- Supervise and control aquatic/swim activities and participants.
- Teach specialized swimming and competitive recreational classes and programs.
- Promote a positive recreation environment and good personal behavior.
- Monitor pool facility and guests for violations of rules and safety standards.
- Work outdoors in a variety of weather conditions.
- Effectively use emergency techniques for standard water approach, rescue and resuscitation.

## **Exhibit A (continued)**

- Act quickly and calmly in emergency situations.
- Interpret, apply, and explain policies and procedures.
- Provide effective customer service and dealing tactfully and courteously with the public.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs as applicable to the position.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

### **Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills and abilities, is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, supplemented with four year's lifeguard experience, preferably in a public agency setting. Competitive swimming experience is preferred.

### **License:**

- Valid California class C driver's license with satisfactory driving record.
- Must possess certificates for American Red Cross Lifeguard, Water Safety Instructor (WSI), First Aid and CPR for the Professional Rescuer and ASCA – Coach Certification Level III.

### **PHYSICAL DEMANDS**

Incumbents may be required to work evening, weekend and holiday shifts, must maintain a level of physical fitness to meet department standards; excellent swimming skills required. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

### **ENVIRONMENTAL ELEMENTS**

Work is performed indoors and outdoors in public swimming pool environments with possible exposure to inclement weather conditions and hot and cold temperatures and with potential direct exposure to hazardous 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.