



Des Moines Pool Metropolitan Park District
22015 Marine View Drive South

May 25, 2021

7:00 p.m.

Special Meeting (*Remote*)

AGENDA

Due to COVID-19 all district meetings are held remotely. If you wish to listen in, please do so at 1 877-309-2073, access code 256-515-773. Public comment can be made by email to info@mtrainierpool.com. See stipulations below. For more information email Linda Ray at linda.ray@desmoinespool.org or call us at (206) 429-3852.

7:00 **1. CALL TO ORDER ROLL CALL**

7:03 **2. PLEDGE OF ALLEGIANCE**

7:06 **3. ADOPTION/MODIFICATIONS OF AGENDA**

7:09 **4. ANNOUNCEMENTS, PROCLAMATIONS AND PRESENTATIONS**

7:12 **5. PUBLIC COMMENT (Please Limit to Three [3] Minutes)**

Remote Meeting: If you wish to make public comment, please submit in writing via email to info@mtrainierpool.com by Noon on Tuesday, May 25th. Please include your name, address and contact phone number. All timely submitted public comments will be read at the meeting subject to the time limit. Any public comments received after noon, will be read at the following regular meeting.

6. BUSINESS

7:20 a. Education and Safety Training Specialist Position

UPCOMING MEETINGS

- June 15, 2021, Regular Meeting, 7:00 p.m., Location TBD

ADJOURNMENT

22015 Marine View Drive South, Suite 2B, Des Moines WA 98198 (Physical Location)

22722 19th Avenue South, Des Moines, WA 98198 (Mailing Address)

To enhance our community's quality of life by providing access to and promoting participation in aquatics programs

The Des Moines Pool Metropolitan Park District is committed to compliance with both the Washington Law Against Discrimination and the Americans with Disabilities Act. The District's regular meetings are being held remotely due to COVID-19. See the information above to join a meeting. If you have any questions, please contact Linda Ray, District Clerk, 206.429.3852.

Des Moines Pool Metropolitan Park District

AGENDA ITEMS SUMMARY SHEET

Agenda Item #: 6 **Assigned to:** District GM **Meeting Date:** 5/25/2021

Under: Business **Attachment:** Yes

Subject: Education and Safety Training Specialist position

Background/Summary:

During the Aquatics Manager's First Quarter report, the District made a presentation (on file) of the issues the District (and other public pools) suffer in recruiting, hiring and training local staff. The discussion talked about transforming the budgeted Assistant Aquatics Coordinator position into a position dedicated to training youth locally to overcome financial, transportation and other barriers. The district board elected to hold a special meeting on Tuesday, May 25 to discuss this position and its impact on the district's programs, staffing and outreach to the community.

Fiscal Impact: Use of budgeted monies. 2021 Budget: Up to \$47,500 +16% benefits for remaining 5/12 months in 2021.

Proposed Motion: I move to approve the position of Education and Safety Training Specialist.

Reviewed by Legal Counsel: **Yes** **No** **Date:** N/A

Two Touch Rule:	<u>N/A</u>	Committee Review
	<u>Various</u>	First Board Meeting (Informational)
	<u>05/25/2021</u>	Second Board Meeting (Action)

Action Taken: **Adopted** **Rejected** **Postponed**

Follow-up Needed: **Yes** **No** **Reporting Back Date:**

Notes: Attachments:

- Presentation
- Salary Matrix
- Education and Safety Training Specialist Job Description

Education & Safety Training Specialist

May 25 Special Meeting

7:00pm



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Education and Safety Training Specialist



Budgeted – \$47,500

5/12 months remaining in budget



Position Pay – Starting at \$22.14/hour + 16% benefits

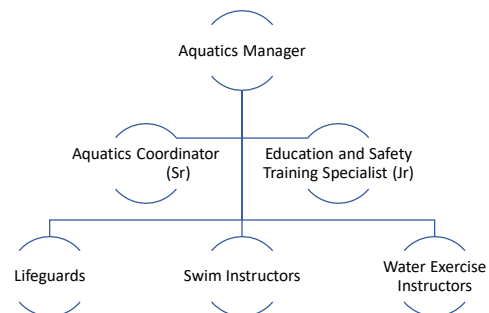
\$19,375.50 Est. – Salary
\$3,100.08 Est. – Benefits



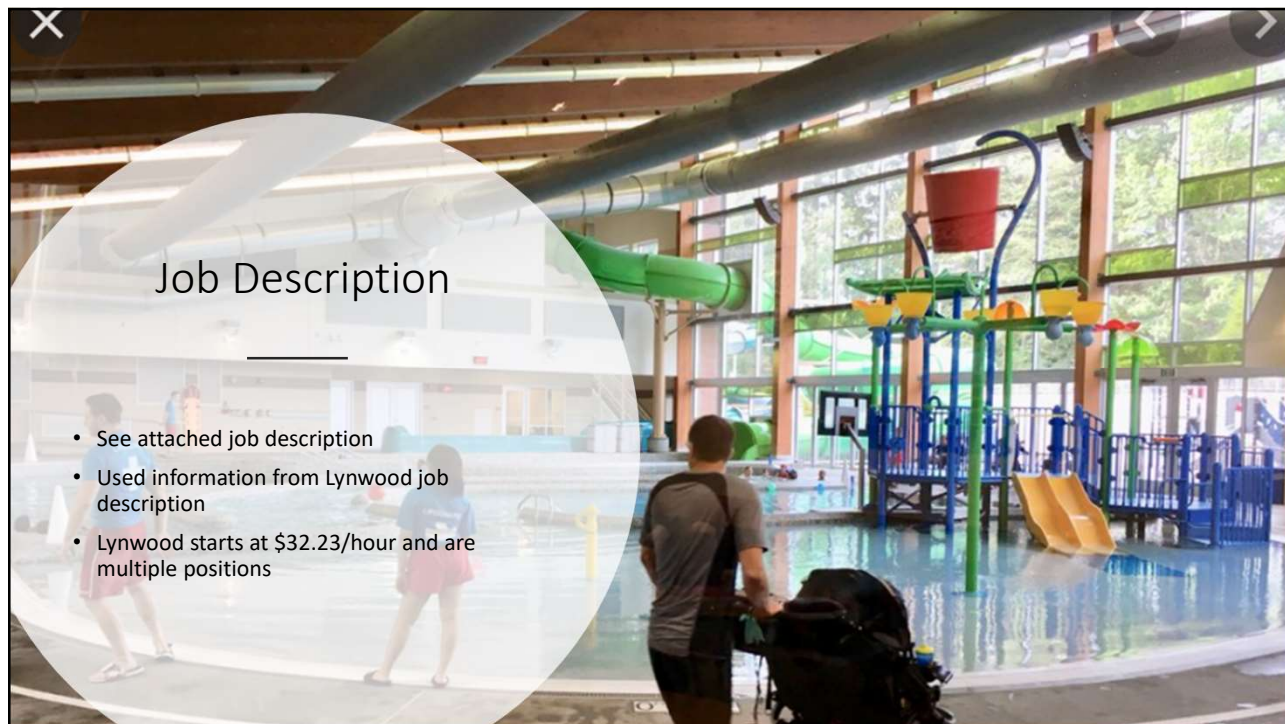
Estimated start date (if passed today) - August 2021



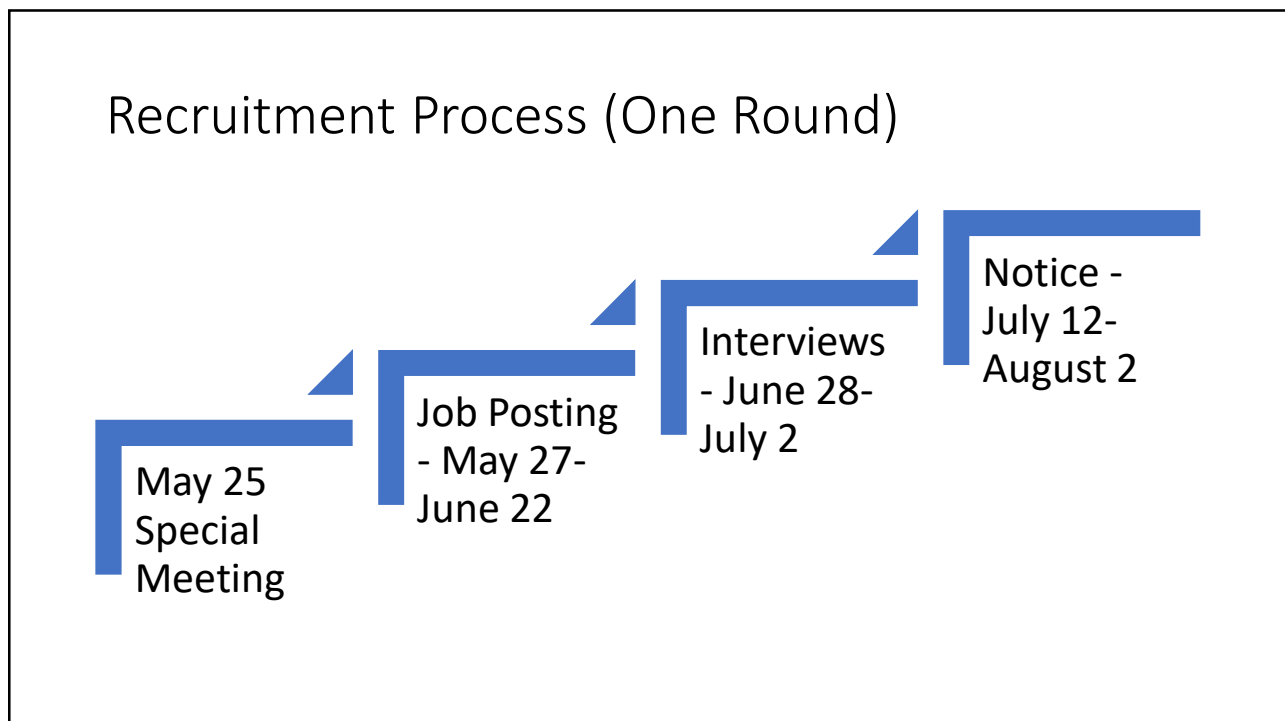
Help cover management when Aquatics Manager out for up to 12 week



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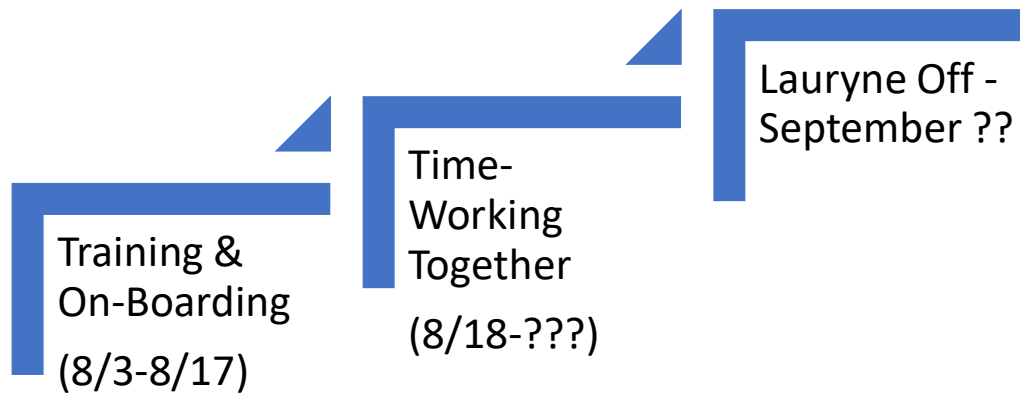


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4

On-Board and Training Process (Tentative)



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Job Advertising

WRPA Aquatics Group

Professional: WRPA, OPRA & NRPA Websites

Traditional: (Craigslist, Indeed)

Social Media (Facebook, Instagram and Twitter)

Website

College Job Boards (HC, GR and Seattle)

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Questions

May 25 Special Meeting – 7pm

Des Moines Pool Metropolitan Park District

2020-2021 Proposed Salary Matrix

		Step A	Step B	Step C	Step D	Step E	Step F	Position
Grade	1*	11.64	12.10	12.59	13.09	13.61	14.16	Asst. (15 Year Old Position)
Grade	2	14.75	15.34	15.95	16.59	17.26	17.95	Lifeguard
Grade	3	15.78	16.41	17.07	17.75	18.46	19.20	Swim Instructor
Grade	4	16.89	17.56	18.27	19.00	19.76	20.55	Water Exercise
Grade	5	18.07	18.79	19.54	20.33	21.14	21.98	Head Lifeguard
Grade	6	19.33	20.11	20.91	21.75	22.62	23.52	Lead Head Lifeguard
Grade	7	20.69	21.52	22.38	23.27	24.20	25.17	
Grade	8	22.14	23.02	23.94	24.90	25.90	26.93	Education & Safety Trng Spec.
Grade	9	23.69	24.63	25.62	26.64	27.71	28.82	
Grade	10	25.34	26.36	27.41	28.51	29.65	30.83	
Grade	11	27.12	28.20	29.33	30.50	31.72	32.99	Aquatics Coordinator
Grade	12	29.02	30.18	31.38	32.64	33.94	35.30	District Clerk (18 hours)
Grade	13	31.05	32.29	33.58	34.92	36.32	37.77	
Grade	14	33.22	34.55	35.93	37.37	38.86	40.42	Aquatics Manager
Grade	15	35.55	36.97	38.45	39.98	41.58	43.25	

District GM. - Negotiation with District Board.

Salary Matrix Notes

- * Grade 1 is below minimum wage. Only for 15 years of age for Assistant positions for training.
- * Each salary grades 2 thur 15 are separated by 7%
- * Each salary steps A thur F are separated by 4% , most salary matrix plans assumes the employee will begin at "Step A" when hired and with a satisfactory performance evaluations be advanced to the next step annually until reaching "Step F" at the completion of five years of tenure with the District.
- * Grade separations of 7% and Step separations of 4% represent best practices for public sector salary matrixes

Bonus/Incentives

- * WSI Certified Instructors get \$.50/hour for lifeguarding.
- * Early Morning Guards get \$2.00/hour.
- ** Daytime between 8am and 3pm get \$1.00/hour.

Job Description

Des Moines Pool Metropolitan Park District
22015 Marine View Drive S
Des Moines WA 98198

Job Title: Education and Safety Training Specialist

Reports to: Aquatics Manager and Aquatics Coordinator

Classification: Non-exempt, full-time, 6-month probationary

Compensation: Starting at \$22.14 per hour plus 16% for benefits

Deadline: Position open until filled.

Summary:

This position works with the Aquatics Management Team in the planning, publicizing, organizing, implementing, supervising, and evaluation of comprehensive Education and Safety Training classes for the community and district staff. Incumbent in this position is expected to apply the knowledge required to teach and manage a comprehensive Education and Safety Training curriculum for the public and district staff.

Job Location:

This position works at the Mount Rainier Pool in Des Moines, Washington. The pool is governed by the Des Moines Pool Metropolitan Park District.

Position Summary:

Education and Safety Training Specialist's key responsibilities will be to:

- Assist Aquatics Management Team in planning, teaching, scheduling and implementing a quality Health and Safety program including CPR, First Aid, Lifeguarding, other special Health and Safety programs/events. Assist with aquatic facility and activity scheduling. Observe current programs, evaluate and recommend changes as appropriate.
- Assist Aquatics Management Team with the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
- Help ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
- Assist the Aquatics Management Team in developing aquatic programming and scheduling staff and program events.
- Will be the weekend afternoon and weekday morning on-site supervisor. Estimated schedule will be Saturday through Wednesday.
- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of aquatics staff, and general customer service.

- Promote water safety education, health and fitness, and recreation through aquatic activities.
- Supervise and provide support to aquatics staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
- Assure proper training and certification of staff per applicable regulations and per District policy.
- Oversee and train aquatic facility staff; develop and conduct training on emergency procedures, lifeguarding, instruction, customer service, cleaning, and other staff tasks.
- Assist with scheduling of programs and use of the aquatic facility.
- Provide customer service oversight. Respond to escalated questions and concerns.
- Oversee Civic Rec operation, including POS systems, registration, customer account management, memberships, and activity management. Develop, implement, and revise as needed procedures for utilizing CivicRec.
- Assist with the planning, developing, and implementing of internal operating policies for the District.
- Monitor revenue collection procedures.

Staffing & Training:

- Lead water safety and lifeguard instruction.
- Support in-service training sessions for staff and ensure compliance with District standards by staff.

Financial:

- Provide back up to the Aquatics Manager for cash processes, daily bank deposits and fiduciary functions at the pool facility.
- Support the accurate and timely submittal of staff time management and payroll process.
- Utilize the District's standard procurement and invoicing processes.

Administration:

- Oversee processes and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies.
- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation).

Minimum Qualifications:

Education and Experience

- A minimum of two years' experience in aquatics.
- A Bachelor's degree or combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements

Certifications

- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or can be certified within six months of hire date
- Current lifeguard and lifeguard instructor certification from American Red Cross (or equivalent)
- Current Water Safety certificate
- Current CPR for the Professional Rescuer, AED and First Aid certificates
- Current Water Safety Instructor certificate

Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- Desired: General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn

Skills

- Ability to model organization team work to exceptional performance levels, exhibit positive work ethic and to integrate efforts of the entire organization
- Working under direction of the Aquatics Manager, identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Beginner level proficiency with Microsoft Word and Excel
- Proficiency with CivicRec or similar registration management system a plus.
- Strong written and verbal communication skills.

Attributes

- Works well with people, treating everyone with respect and building trust
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image always
- Works well as a team member/leader in all interactions
- Provides consistent high-quality service
- Always puts safety first
- Able to set and achieve goals with a strategy of continuous improvement
- Maintains focus and achieves results relying on facts and data to support recommendations

Other Considerations

- Must be able to maintain flexible work hours spread over days and times of pool operation especially evening and weekend hours.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years
- Must be able to pass a FBI background check
- Must be able to work a flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs., bend, and stoop. Working with chemicals on a regular basis, including high rate sand filters and chlorine and understand the proper handling of said chemicals.

How to Apply

To be considered for hire please send an Employment Application, resume, and cover letter to the attention of Lauryne Thurmond, Aquatics Manager at LauryneThurmond@desmoinespool.org or to the address below.

Lauryne Thurmond, Aquatics Manager
22722 19th Avenue South, Des Moines, WA 98198
(206) 824-4722