



Employment Opportunities

12700 Norwalk Boulevard, Norwalk, California 90650

(562) 929-5721 ♦ Job Hotline (562) 929-5771

Email: humanresources@norwalkca.gov

INSTRUCTOR GUARD
At-will/Hourly/Seasonal
Competitive – Open To The Public
\$13.63 - \$16.57 Per Hour

DEFINITION

Under general supervision of the Recreation Coordinator and Senior Lifeguard, Instructor Guards perform routine public contact and safety work in organizing, lead and teach swimming lessons for all age groups and levels, respond as needed to perform emergency care, respond to unsafe conditions or potential hazards, observe swimmers, enforce regulations and serve as a pool lifeguard.

NOTE

These summer seasonal positions require working morning, afternoon, evening, weekend and holiday shifts, working approximately 20 hours per week. Must be available to work from June 13, 2016 through September 30, 2016.

APPLICATION PROCESS

- Interested applicants must report to the Norwalk Aquatic Pavilion on **Saturday, March 25, 2017 at 8:30 AM** to participate in a qualifying swim/lifesaving skills test. The pre-application testing process may extend through **3:00 PM**. Swimming attire required. Must be able to successfully complete the Swimming Pre-Test (*be able to successfully demonstrate 300 yards continuous swim, using the front crawl and breaststroke, tread water for two minutes without using arms, able to retrieve a 10 lbs. weight from seven feet of water then swim 25 yards with legs only*). The Norwalk Aquatic Pavilion is located at 12301 Sproul Street, Norwalk, CA 90650. The selection process will include an additional pre-employment skills test on **Wednesday, May 24, 2017**.
- Only the applicants who successfully complete the Swimming Pre-Test on March 25, 2017 will be provided a supplemental questionnaire which must be completed and submitted with a City employment application by **Friday, March 31, 2017 5:00 PM** to Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Boulevard, Norwalk, CA 90650. Resumes will not be accepted in lieu of a completed application or supplemental questionnaire. **Faxed and emailed materials will not be accepted. Postmarked materials received after April 11th will not be accepted.** City Hall is closed on alternate Fridays due to the 9/80 compressed work schedule.
- Applicants selected for employment will be **required to attend mandatory training sessions on May 20th and June 3rd**

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following: Monitors the use of the swimming pool; enforces safety rules; patrols the swimming pool and aquatics facility; keeps attentive lookout for accidents in the water or on a diving board or swimming pool deck; warns people against dangerous practices regarding pool use; enters water to rescue persons in distress; administers artificial respiration and first aid as needed; under supervision, conducts competitive swimming fundamentals classes; completes forms for attendance; tests program participants for swimming skill levels; passes participants for participation in more advanced classes; assists in the maintenance of the swimming pool; assists with routine pool cleaning and maintenance work on or about the swimming pool; and performs other duties as assigned.

QUALIFICATIONS AND GUIDELINES

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include completion of American Red Cross Lifeguard Training, Water Safety Instructor and previous lifeguarding experience. Must be at least 16 years of age. Candidate must possess the following current certificates: American Red Cross Lifeguard Training and Water Safety Instructor, or proof of enrollment in American Red Cross Lifeguard Training class and Water Safety Instructor course is required at time of application submittal. If applicable, work permit must be provided prior to employment.

SPECIAL INFORMATION

The City of Norwalk requires a tuberculosis test. Successful candidates will be offered the opportunity to take a series of preventive Hepatitis B vaccinations.

SELECTION PROCESS

Completed applications and supplemental questionnaires must be returned by the time indicated on the last day to file. Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. **Candidates with qualifications that best relate to the position will be invited to participate in the interview process occurring the week of April 10th.** Possession of the minimum qualifications **does not** ensure continuing in the recruitment process.

Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidates will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Norwalk, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex or sexual orientation in its employment actions, policies, procedures or practices.

BENEFITS FOR HOURLY/AT-WILL EMPLOYEES

Terms of Employment

All employees hired as *Part-Time/Hourly* are employed "at-will" throughout the term of their employment with the City. Consequently, the services of a Part-Time/Hourly employee can be discontinued at anytime without cause, regardless of the number of hours worked for the City by the employee.

Union Membership

Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

Retirement

Membership in the Public Agency Retirement System (PARS) is required. The employee pays the 7.5% retirement contribution.

Credit Union

The City is affiliated with the Los Angeles County F & A Federal Credit Union. Please check with the Department of Human Resources for details.

Employee Assistance Program

An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Department of Human Resources.

Paid Holidays

After 3,000 hours of employment, an hourly employee is entitled to six hours pay for specified holidays designated in the Memorandum of Understanding (MOU).

Sick Leave

Beginning on the 30th day of employment with the City, employee will accrue sick leave at the rate of .033 hours for each hour of straight time worked. No sick leave shall be taken until the 90th day of employment. After 3,000 hours of employment, sick leave is accumulated at the rate of .046 hours for each hour of straight time worked.

Vacation Leave

After 3,000 hours of employment, vacation leave is accumulated at the rate of .046 hours for each hour of straight time worked.

Medical Plan

Eligibility for medical coverage is determined using the Affordable Care Act guidelines. Employees may also qualify after 3,000 hours of employment.

Voluntary Insurance Plans

Optional Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee's cost.

Deferred Compensation

Two optional plans are available at employee's cost.

A Loyalty Oath

A loyalty oath is required for each employee prior to actual employment.

Legal United States Residency

All applicants must be able to prove legal United States Residency.

Veteran's Preference

The City provides preference to military veterans under consideration for initial employment. To claim veteran's preference an applicant must submit their most recent DD214 form. An eligible veteran is one who has served in the United States armed forces and who has received an honorable discharge.