



CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,
AND COMMUNITY SERVICES

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EST. 1871

February 19, 2019

POSITION TITLE: Aquatics Assistant Director

Starting Pay: \$15.50/hr

JOB DESCRIPTION:

Under general supervision of Director of Parks, Recreation, and Community Services Department or his designee, acts as a general coordinator of all aquatics activities. Assists in handling problems, assignments, and scheduling for city pools and splash pads.

EXAMPLES OF DUTIES:

- Responsible for assisting in the training of all swimming facility personnel.
- Assists in supervising the swim facilities, personnel and programs.
- Make reports and other administrative duties connected with the swim facilities.
- Assists in evaluation of swim programs, personnel and swim facilities.
- Maintain high standards of operation at the swim facilities, especially with regard to safety, maintenance, swimming and lifesaving instruction.
- Works with pool manager in scheduling and assigning lifeguards, swim instructors, and pool attendants, to pools, splash pads, and other applicable facilities.
- Receives and reviews all written and oral reports pertaining to assigned swim facilities.
- Performs special duties as assigned by the immediate supervisor.
- Assists in setting up and conducting staff meetings as directed by the Director or his designee.
- Responsible for keeping all statistical information and money information in the computer.
- Responsible for weekly payroll for all aquatics staff.
- Assists in the recruitment, hiring, training, development, scheduling, and supervision of employees.
- Communicates with supervisors, camp staff, aquatics staff, parents and participants.
- Establish good customer service and customer relations.
- Develops strategies to motivate staff and achieve goals
- Maintains management software for all aquatic related programs and events.

QUALIFICATIONS:

- Preferred current certification of Red Cross Lifeguarding Training card.
- Current certification of Red Cross Water Safety Instructors card LGTI strongly preferred.



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- A minimum of four years' experience in an aquatics program or personnel management position is preferred.
- Must be CPR/First-Aid/AED certified

KNOWLEDGE, ABILITIES AND SKILLS:

Through interview and demonstration, must understand instruction principles, lifesaving and water safety procedures, methods used in instructing swim classes, experience in water safety and swim programs. Past experience is evaluated in order to determine ability and knowledge of position. Key attributes: following directions, good communication skills, good deductive reasoning and sound decision making.

This position requires a minimum commitment of ten weeks during the open pool season (June-August). Interested candidates should submit a completed application, a resume, and a letter of recommendation to the New Britain Parks, Recreation, and Community Services Department (27 West Main Street, Room 302, New Britain, CT 06051) no later than March 8, 2019.

City of New Britain
 Affirmative Action/Equal Employment Opportunity/Equal Access Employer
APPLICATION FOR EMPLOYMENT
 27 West Main Street, New Britain, CT 06051
 (860) 826-3404



(Print information in ink, or type)

Office Use Only

1. Job Applying For	_____ Q _____ V _____ NQ _____ DV
(use title on job announcement) (exam no.)	
2. Your Name	_____ Edu Rev. by: _____ _____ Exp. _____
(print) Last Name First Middle	
3. Address	_____ Other _____
(Number and Street, Road or Post Office Box)	
_____ _____	_____ Score _____ Rank
City State Zip Code	
4. Have you ever served in the U.S. Armed Forces during periods of conflict?	5. Telephone Number (with area code)
Yes No	() - _____
6. Are you over age 18?	7. Email Address
Yes No	_____

8. Education

A. Did you graduate from high school? Where? _____

Yes	No	Month	Year	If "No", highest grade completed

B. If you have a high school equivalency certificate, give year and place the certificate was granted:

Year	Place

C. List any colleges, business schools, or technical school you attended:

Name of School	Location	Course or Major	Dates Attended	Degree

D. Other training (special courses, work training programs, armed forces training). Give name and location where training was given, dates attended, subject of training, and other details related to the job for which you are applying.

NOTE: Applications are kept on file for three (3) months from date of receipt unless otherwise noted.

9. EXPERIENCE: Start with your present or last job and work backwards listing all paid or unpaid, full or part-time work, military service, and summer jobs performed during the last 10 years. Use additional sheets of paper if necessary. Work performed more than 10 years ago may be given if it applies to the job for which you are applying.

May we contact your present employer? _____ Yes _____ No

1) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
2) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		
3) Starting Date Month/Year	Ending Date Month/Year	Name and Address of Employer
Your Job Title:	Hours per week	Name, title and telephone number of your Supervisor
Reason for leaving:		
Your duties:		

10. References: List the name, address and telephone number of three persons with knowledge of your character, experience and ability. Do not list relatives. Use professional, not personal, references. (Current and former employers, teachers/professors, etc.)

Name _____ Address _____ Tel. _____

Name _____ Address _____ Tel. _____

Name _____ Address _____ Tel. _____

11. Special Skills and Abilities. Show licenses, (including drivers); machines you operate; languages other than English which you speak, read and write well; typing and shorthand speeds, computer skills, and any other special abilities or knowledges relating to the job for which you are applying.

12. CERTIFICATION: I certify that all statements made on or in connection with this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I understand that incomplete, false, or inaccurate information may result in the rejection of this application and that false information may result in my dismissal if employed. I understand that I will be required to pass a medical examination and background check as a condition of appointment. As part of the medical examination process, I may be required to undergo a drug screen. The signing of this application will serve as consent to the drug screen examination.

Date

Signature of Applicant

**CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
REQUEST FOR RESIDENCY CONSIDERATION**

NOTE: THIS FORM IS TO BE COMPLETED BY CITY OF NEW BRITAIN RESIDENTS ONLY. IT DOES NOT IN ANY WAY AFFECT OR DIMINISH THE ABILITY OF NON-RESIDENTS TO COMPETE IN THE TESTING PROCESS. IT DOES HOWEVER, ALLOW THE POTENTIAL FOR ADDITIONAL CONSIDERATION FOR CITY RESIDENTS AFTER THE EMPLOYMENT LIST HAS BEEN CERTIFIED, BY CHAPTER UNDER THE “RULE OF FIVE PLUS THREE.”

In order to qualify for residency consideration in accordance with City Charter and the Civil Service Commission Merit Rules, the Civil Service Office requires that candidates provide irrefutable evidence to substantiate that, at the date of application (no later than the closing date for applications) and at the date of certification for hire you are domiciled in the City of New Britain.

As the intention of the Charter amendment is to give those domiciled in the City of New Britain consideration in hiring, the Director of Personnel is directed to notify all applicants that the application of residency consideration is a privilege subject to being withdrawn if the applicant loses domiciliary status at any time after the filing of this application, including the initial certification of an employment list by the Civil Service Commission, as well as any time during the existence of any employment list.

For purposes of this Request, “DOMICILED” is defined to be, “that place where an individual has his true, fixed and permanent home and to which whenever he is absent he has the intention of returning.”

You are required to complete and submit this form at the time of application in any event not later than the closing date for applications. You must also be prepared to submit any additional documentation that documents proof of domicile as the Director of Personnel may require. This information will be subject to verification by the Civil Service Office or any other agency or department designated by the Civil Service Commission. Attach copies of documents of proof of legal domicile to your application.

IMPORTANT NOTICE: THE APPLICANT BEARS THE BURDEN TO ESTABLISH PROOF OF LEGAL DOMICILE. ANY FALSE OR MISLEADING STATEMENTS WILL RESULT IN IMMEDIATE DISQUALIFICATION OR DISMISSAL. A DECISION TO DISQUALIFY SHALL BE FINAL.

If applicant is a current City of New Britain resident, complete and return this form to the City of New Britain with the “Application of Employment”

Examination Number: _____

Position Applied For: _____

Name of Applicant: _____

PLEASE PRINT

I, hereby attest that I am a bona fide resident of the City of New Britain who, as of the closing date for applications for the examination/position above is domiciled within the City. Evidence to substantiate my claim for residency consideration is provided as follows:

CHECK ALL STATEMENTS WHICH APPLY

() 1. _____ own _____ rent property in the City of New Britain at:

Street Address and Zip Code

I have been domiciled in the City since

_____/_____/_____
month day year

If renting property, please provide the following:

Name of Landlord

Telephone #

() 2. My Connecticut Driver License indicates a New Britain address:

Operator Number

Expires

() 3. I own/lease a motor vehicle registered in the City of New Britain:

Make and Model of Vehicle

License Number

() 4. I am a registered voter in the City of New Britain.

5. I have a child/children who attend school in the City of New Britain.

6. I do not own or rent property outside of the City of New Britain.

If you do own or rent property outside of the City of New Britain, please explain:

I hereby certify that I acknowledge that this Request is an addendum to the Application and that ALL statements made by me on this application are true, complete and correct. I understand and agree that if I make any false or misleading statements of fact that I am subject to immediate disqualification, rescinding of certification, removal from the employment list, or dismissal, and to such other penalties prescribed by law of Civil Service Merit Rules or Charter. I also understand that this application for residency consideration is a privilege subject to being withdrawn if I lose domiciliary status at any time after the submission of the employment application.

Signature

Date

FOR OFFICIAL USE ONLY

Residency Consideration Given on Employment List.

Yes

No

If applicant is a current City of New Britain resident, complete and return this form to the City of New Britain with the “Application of Employment”

ADDENDUM TO EMPLOYMENT APPLICATION: AFFIRMATIVE ACTION

APPLICANT DATA

Voluntary:

In order to meet State and Federal reporting requirements, we are requesting that you voluntarily supply the following information. This data will not be considered in the evaluation of your application; however, the information may be used in order to ensure compliance with the City's Affirmative Action Plan.

A. Gender: Female Male

B. **Race or Ethnic Group** (describe yourself in terms of one of the following groups):

- A. White/Caucasian
- B. Black/African American
- C. Hispanic/Latino
- D. Asian
- E. American Native or Alaskan Native
- F. Native Hawaiian or Other Pacific Islander
- G. Two or More Races (persons who identify with two or more racial categories listed above)

C. PRIMARY SOURCE OF JOB INFORMATION: where did you learn about this examination or employment opportunity? Check the appropriate box(es) below:

- _____ A. Hartford Courant
- _____ B. New Britain Herald
- _____ C. Tiempo
- _____ D. Hartford News
- _____ E. Other newspaper: _____
- _____ F. City Website
- _____ G. Professional Journal: _____
- _____ H. Human Resources Office
- _____ I. Community Agency: _____
- _____ J. Present City Employee
- _____ K. Radio/TV advertisement
- _____ L. Other: _____