



TUKWILA POOL METROPOLITAN PARK DISTRICT

Special Meeting of the Board of Commissioners

AGENDA

President of the Board: **Christine Neuffer** Clerk of the Board: **Jeri Frangello-Anderson**

Board Members: **Ellen Gengler, Aaron Shipman, Vanessa Zaputil**

Recording Secretary:

Date and Time: **Friday, March 1, 2019, 6:00 p.m.**

Resolution Numbers:

Location: **Tukwila Pool
4414 S 144th St., Tukwila, WA 98168**

n/a

01. CALL TO ORDER/MISSION & VISION/PLEDGE OF ALLEGIANCE/ROLL CALL		Page 2
02. APPROVE AGENDA		Page 1
03. CITIZEN COMMENTS <i>(Limited to 4 minutes per person or group)</i>		
04. BUSINESS ITEMS:	<ul style="list-style-type: none"> a) Transition planning for hiring a new Director of Aquatics Operations b) Formation of a Hiring Committee c) Community farewell discussion 	
05. MISCELLANEOUS:		
06. EXECUTIVE SESSION: The TPMPD Board of Commissioners may recess into Executive Session per RCW 42.30.110.		
07. ADJOURNMENT		



TUKWILA POOL METROPOLITAN PARK DISTRICT (TPMPD)

Mission, Vision & Values

TPMPD Mission Statement:

To provide a welcoming public aquatics facility managed in a fiscally-responsible manner with a focus on safety. We carry out this mission with a Board and staff who are compassionate, inclusive and responsive to the needs of our diverse community, working to foster positive and life-long experiences with aquatic environments.

TPMPD Vision Statement:

Contributing to the quality of life for our community, and for future generations, through welcoming, fun, safe and positive aquatic experiences at the Tukwila Pool.

TPMPD Core Values:

We Value...

- ...a safe, inclusive, caring public resource that is integrated into the fabric of our community
- ...educating all ages of our community in the lifelong skills of swimming and water safety
- ...integrity and maintaining the highest ethical standards by communicating honestly and transparently
- ...treating everyone with respect and embracing diverse opinions
- ...conducting our business and maintaining our facility in a fiscally-responsible manner that ensures the community can depend on aquatics as an available resource for generations to come
- ...creative, affordable and fun programming that is responsive to the community's needs and contributes to the overall health and wellness of the community
- ...a spirit of collaboration and innovation when working with others to enhance services available for our community members
- ...our amazing volunteers!
- ...citizens of Tukwila whose support allows every resident and staff member to feel a sense of ownership of the pool

APPENDIX A.1

TPMPD Salary and Wage Scale

Effective January 1, 2018

TPMPD Positions:

1. **Director of Aquatics Operations (Exempt: Benefits-Eligible)**
2. **Assistant Aquatics Manager (Hourly: Benefits-Eligible)**
3. **Bookkeeper (Hourly: Non-Benefits-Eligible)**
4. **District Administrator (Hourly: Benefits-Eligible)**
5. **Head Lifeguard (Hourly: Non-Benefits-Eligible)**
6. **Lifeguard / Swimming Instructor / Water Exercise Facilitator (Hourly: Non-Benefits-Eligible)**
7. **Front Desk Lead (Hourly: Non-Benefits-Eligible)**
8. **Front Desk Attendant (Hourly: Non-Benefits-Eligible)**

For all positions, wage increases are earned in Steps as outlined in Appendix A.2, based on experience and satisfactory performance. Step increases occur on the anniversary of the date the employee began working at the Tukwila Pool. Only time worked at the current position counts toward a Step Increase for that position. One additional Step Increase "credit" may be given when moving to a position of higher authority. As outlined in Section 6.4.8 of the Employee Handbook, paid time off (floating holidays, sick leave and vacation leave) does not count toward hours worked. Finally, the amount listed in Step F is the highest that can be earned for that position under this schedule.

Director of Aquatics Operations (Experience Required) (Benefits-Eligible Position)

- Step A represents the hiring range for the position. Previous experience and certifications are reflected within the agreed-upon starting salary or entry rate.
- Step increases of \$2080 per year are based solely on 12 months of full-time satisfactory service in the equivalent position at the Tukwila Pool.

Assistant Aquatics Manager (Benefits-Eligible Position)

- An 'active month' is defined as one in which the Assistant Aquatics Manager has worked at least 104 hours or more over 30 days (equal to about 24 hours per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
 - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
 - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
 - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- For Assistant Aquatics Managers, certain high value certifications or qualifications may qualify them for a one Step increase per qualifying item. This increase will remain in effect only as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed. Examples of high value certifications or qualifications include:
 - o Lifeguard Instructor (LGI)
 - o Water Safety Instructor Trainer (WSIT)
 - o 1 year or more pool maintenance experience (AFO or CPO is not an equivalent substitute)

- An Assistant Aquatics Manager must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 1,250 hours to move up to the next Step, whichever comes later.

Bookkeeper (Experience required) (Benefits-Eligible Position)

- A Bookkeeper must work at least 40 hours or more over 30 days to remain active.
- A Bookkeeper must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.

District Administrator (Experience Required) (Benefits-Eligible Position)

- Step A represents the entry/hiring rate for the position.
- A District Administrator must work at least 40 hours or more over 30 days to remain active.
- A District Administrator must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later.

Head Lifeguard (Non-Benefits-Eligible Position)

- Step A represents the entry/hiring rate for this position. (There are no premiums awarded for instructing or opening.)
- An 'active month' is defined as one in which the Lifeguard or Instructor worked at least 40 hours or more over 30 days.
 - New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
 - 1 Step up requires a minimum of 12 active months of previous equivalent experience.
 - 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
 - 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Head Lifeguards with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Head Lifeguard must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours in that position to move up to the next Step, whichever comes later.

Lifeguards and Swimming Instructors (including Water Exercise Instructors) (Non-Benefits-Eligible Position)

- A Lifeguard or Instructor working a Lifeguard shift is paid the Lifeguard rate.
- During the time Instructors are in Instructor Training, Lifeguards will be paid at their current Lifeguard rate and all other trainees will be paid the Instructor Training rate.
- After having satisfactorily completed Instructor Training, Instructors are eligible to receive the Instructor rate for the time they spend instructing students.

- A Lifeguard who works the opening shift Monday through Friday is eligible for a \$1 per hour premium for that shift. This premium does not apply to those who are scheduled after opening (5:45 am).
- A Lifeguard who works on the following designated Premium Days are eligible for a \$1 per hour premium for that shift:

Jan. 1 st (New Year's Day)	Labor Day
Memorial Day	Dec. 24 th (Christmas Eve.)
July 4 th (Independence Day)	Dec. 31 st (New Year's Eve.)
- An 'active month' is defined as one in which the Lifeguard or Instructor worked at least 40 hours or more over 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- New hires may qualify to enter at a higher Step based on previous experience in an equivalent position.
 - o 1 Step up requires a minimum of 12 active months of previous equivalent experience.
 - o 2 Steps up requires a minimum of 24 active months of previous equivalent experience.
 - o 3 Steps up requires a minimum of 36 active months of previous equivalent experience.
- Additionally, Lifeguards with certain high value certifications (such as Lifeguard Instructor, WSI Trainer, etc.) may be qualified for a one Step increase per certification. This increase will remain in effect as long as the certification is valid. The increase would be eliminated if the certification expires, but will go into effect again once the certificate is renewed.
- A Tukwila Pool Lifeguard or Instructor must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step, whichever comes later. For example:
 - o Lifeguard X regularly works 2 shifts per week throughout the year and will be eligible for a Step increase after 12 months. If they obtain their LGI Certification, they may move up another Step.
 - o Lifeguard Y works one or two shifts per month during the school year and 30 hours per week during the summer season and will be eligible for a Step increase after they have accrued 500 hours.
 - o Lifeguard Z worked 2 shifts per week throughout the year but was put on a 3-month probation for a performance-related issue and will be eligible for Step increase after 15 months.

Front Desk Lead (Non-Benefits-Eligible Position)

- Step A represents the entry/hiring rate for this position.
- An 'active' month is defined as one in which the Front Desk Lead worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 per week).
- As with the Lifeguard / Instructor positions, Front Desk Leads must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.
- The Front Desk Lead position is assigned expanded responsibilities and tasks. This position is not based on seniority, but on experience and capacity.

Front Desk Attendant (Non-Benefits-Eligible Position)

- Step A represents the entry/hiring rate for this position.
- An 'active' month is defined as one in which the Front Desk Attendant worked at least 40 hours or more within 30 days (equal to 5 eight-hour shifts per month or about 1 per week).

- As with the Lifeguard / Swimming Instructor positions, Front Desk Attendants must be satisfactorily employed by the Tukwila Pool for 12 active months or a minimum of 500 hours to move up to the next Step, whichever comes later.

Building Maintenance Worker I and II (Experience required) (Non-Benefits-Eligible Position)

- A Building Maintenance Worker must work at least 40 hours or more over 30 days to remain active.
- A Building Maintenance Worker must be satisfactorily employed by the Tukwila Pool for 12 active months or work a minimum of 500 hours to move up to the next Step whichever comes later.

APPENDIX A.2

TPMPD Wage & Salary Schedule 2019

(WA minimum wage = \$12.00 per hour)

	Step A	Step B	Step C	Step D	Step E	Step F
Lifeguard	\$12.50	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00
Head Guard	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00	\$19.00
Instructor	\$13.50	\$14.00	\$14.50	\$15.25	\$16.00	\$17.00
Instructor Training (Non-Lifeguard)	\$12.00					
Instructor Private Lesson	\$20.25	\$21.00	\$21.75	\$22.88	\$24.00	\$25.50
Water Exercise Instructor	\$14.50	\$15.00	\$15.50	\$16.25	\$17.00	\$18.00
Front Desk	\$12.00	\$12.50	\$13.00	\$14.00		
Front Desk Lead	\$13.00	\$13.50	\$14.25	\$15.00	\$16.00	
Bookkeeper	\$19.50	\$20.50	\$21.50	\$22.50		
Building Maintenance Worker I	\$20.00	\$21.00				
Building Maintenance Worker II	\$25.00	\$26.00				
Assistant Manager	\$19.00	\$19.50	\$20.00	\$21.00	\$22.00	\$23.00
District Administrator	\$25.00	\$26.00	\$27.00			
Director of Aquatic Operations (1 FTE)	\$55,000 -	\$57,080 -	\$59,160 -			
	\$65,000	\$67,080	\$69,160			

Draft Revised 12/10/18

APPENDIX A.3 TPMPD POSITION DESCRIPTIONS

Director of Aquatics Operations (Experience Required)

SUMMARY

The Aquatics Manager position is the lead for all operational aspects of the Tukwila Pool facility. This position plans, organizes and coordinates all aquatic activities for all ages and abilities; including, but are not limited to, swim lessons, open swims, rentals, CPR and Lifeguard certification classes, and special events. This position recruits, hires, mentors, directs and trains all aquatics employees. The Aquatics Manager reports to the Board of Commissioners of the Tukwila Pool Metropolitan Park District (TPMPD) and supervises all operations personnel. This position, in partnership with the District Administrator, supervises the TPMPD Bookkeeper.

QUALIFICATIONS

- Minimum five years of experience developing, scheduling and coordinating high-quality aquatic programming.
- Minimum five years of experience performing routine pool maintenance with a thorough understanding of how to keep a pool in excellent condition.
- Minimum five years management experience supervising, recruiting, hiring, training, and mentoring up to 30 employees.
- Aquatic Facility Operator or Certified Pool Operator or the ability to be re-certified within 3 months of hire.
- Five years of experience in swim lesson instruction.
- Ability to use computer to create and send reports, correspondence, etc.
- American Red Cross (or equivalent) Lifeguard & Lifeguard Instructor certification.
- CPR for the Professional Rescuer or the ability to obtain within six months of hire.
- First Aid for the Professional Rescuer.
- Ability to communicate very well both verbally and in writing to ensure effective working relationships with employees and the public.
- Ability to work effectively with a diverse community, seeing value in multiple cultures and differing perspectives.
- The successful candidate must be able to pass an FBI & Washington State Patrol criminal background check.

RESPONSIBILITIES

- Develop and oversee all aspects of programming with a focus on quality, safety, customer satisfaction and maintaining the pool as a valued community asset.
- Responsible for recruiting, hiring, training, scheduling, providing adequate and responsible supervision during all operating hours of the pool, as well as evaluating all operational staff.
- Ensures patrons and others receive excellent customer service with an understanding that every Tukwila resident is part “owner” of the Tukwila Pool.
- Provide a safe atmosphere and environment by enforcing all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following all standard safety procedures.
- Develop a system for maintaining proper chemical balance, water filtration system, regular staff training, and other safety and risk management processes and procedures to ensure compliance with all governing bodies as well as the highest quality standards.
- Ensure that the entire facility is maintained in excellent condition and all equipment and supplies are cared for and stored in an orderly and safe manner.
- Inspects program equipment and facilities for safety hazards, implements corrective action

- as needed and plans for and purchases any new or replacement aquatic equipment.
- Responsible for ensuring certification for all employees.
- Develop and maintain budgetary goals and objectives in partnership with the District Administrator, including proper management of income and expenses.
- Serve as primary contact for issues related to pool staffing, programming, and facilities.
- Maintain effective communication with the District Administrator, working as a partner in the leadership of the pool on behalf of the TPMPD.
- Working in partnership with the District Administrator in supervising and evaluating any "shared" district/operational employees.
- Recommend and implement operational policies for the TPMPD.
- Establish and implement operational procedures for the TPMPD.
- Ensure monthly and annual operational financial reporting to the BOC, including operational budget items.
- Work in partnership with the Board President, regarding media representation.
- Work with the Pool Advisory Group as the representative of Pool Operations.
- Identify and apply for relevant grants available for operations of the district.
- Increase revenue and decrease operation expenses while maintaining quality programming.
- Manage all aspects of operations including payroll and operational calendar.
- Identify new revenue sources and models.
- Ensure that patron's concerns and inquiries are handled appropriately.
- Maintain effective relationships with internal and external customers through all channels of communications.
- Develop a robust, sustainable volunteer program.
- Promote pool usage within the community.
- Tukwila Pool website updates – operational items.
- Social Media updates – operational items.
- Other duties as needed.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to swim, walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually loud when in the facility.

HOURS, SALARY & BENEFITS

- This position is full-time, salaried and exempt. The Tukwila Pool facility is open 363 days per year and management staff are expected to work most holidays.
- The successful candidate is expected to work a minimum of 40 hours per week and will be responsible for developing their own schedule to ensure maximum effectiveness in the position. Weekend and/or evening work is occasionally required.
- Salary: \$55,000.00 - \$65,000.00 per year DOE
- Benefits: Our benefits package includes family use of the facility, a benefits-allowance equal to 15% of salary (to be used for medical, dental, child care or retirement plan), plus paid vacation, sick leave and floating holidays.

Appendix C

**Tukwila Pool Metropolitan Park District
Organizational Chart**

