



Job Title: **Aquatics Operator, Assistant**
 Job Family: **Athletics and Activities**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1158**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G17**

SUMMARY: Responsible for assisting with the day to day operations of the District Athletic Facilities: Veterans Memorial Aquatic Center (VMAC), North Stadium and Five Star Stadium; Provide customer service to facility users including school administration, staff, students and non-district entities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Assist aquatics operator in performing supervisory and administrative work in managing aquatics program, operations and staffing to include head lifeguards, lifeguards, district swim personnel and event assistants. Assist the Aquatics Operator(s) in developing, managing and coordinating all activities of the VMAC facility including, but not limited to; district practice/meets, club rental, staff training, programs and activities.	W	30%
2. Support the Aquatics Operator in preparing and maintaining the VMAC facility in accordance to State of Colorado Health code guidelines. Conducts set up and tear down of meets, practices, games and activities. Perform cleaning duties including, removing trash and cleaning and/or sanitizing of all locations facilities, including, but not limited to, pool, pump room, rooms, restrooms, hallways, stairwells, common areas, bleachers, concessions, ticket booths, locker rooms, parking lot and walkways, and storage areas. Assist in the oversight of the VMAC concession stand including, but not limited to, re-stocking, inventory, monitoring and/or assisting the Event Assistants during events.	W	30%
3. In the absence of the Aquatics Operator, manage the district aquatic center including coordinating improvements, plans, schedules, admissions procedures, cleaning and maintenance to ensure the well-being and safety of students, parents and staff. Assist event assistants with start-up cash, reconciliation, and complete deposit drop for events/concessions as needed.	W	10%
4. Notify the Aquatics Operator and with approval, perform minor repairs and building modifications, including, but not limited to participating in construction and facility modification requests, recommend work order requests for repairs and modification projects. Assist the Aquatics Operator in conducting pool maintenance, chemical checks, daily log completions; correct pool chemicals and adjust chemical automation units as directed by the aquatics operator. Maintain documentation of pool chemical levels, incident and accident reports and equipment safety.	W	10%
5. Assist the Aquatics Operator with hiring of personnel, evaluating/documenting work performance, and training of staff. Assist with staff scheduling for pool management, lifeguards and concessions for events and activities, assign daily tasks to staff.	W	10%
6. May perform snow removal from parking, pedestrian and play areas as needed utilizing snow blowers and or shovels. May apply pre- and post-ice controls.	W	3%
7. Perform other job related duties as assigned, including, but not limited to, lifeguarding, concessions, ticket taking. Assist the Athletic Facilities Lead Operator with events, repairs, cleaning or other general work at the other district athletic facilities as needed. Maintain inventory of first aid, office and custodial supplies and other operating supplies. Stock and distribute supplies as necessary within the district athletic facilities.	Ongoing	7%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Prefer a minimum of 1 year of experience in aquatics program with supervisory experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Must successfully complete a pre-hire, post-offer physical abilities examination.
- The ability to drive district vehicles under established district guidelines; valid Colorado driver's license, with no more than 2 moving violations in 1 year
- Ability to frequently travel among district facilities.
- American Red Cross Lifeguard Training required within six (6) months of entering position.
- American Red Cross CPR/AED/First Aid certification for the professional rescuer required.
- Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) required within one (1) year of hire.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to comply and participate in district and department On-call Policy.
- Ability to positively lead and train others.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to work with students with diverse backgrounds and abilities.
- Interpersonal relationship skills.
- Critical thinking and problem solving skills; ability to make sound decisions and use good judgment in stressful situations.
- Highly developed sense of integrity and commitment to customer satisfaction.
- Willingness to work a flexible schedule and work overtime when needed.
- Ability to work independently with minimal supervision.
- Ability to manage multiple tasks and multiple priorities with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- Working knowledge of pool pumps and filtrations systems to include maintenance.
- Working knowledge of Colorado Department of Health and Swimming Pool regulations
- Experience with the BECS System 5 chemical automation unit.
- Ability to work with Stenner Pumps for chlorine and acid feeds.
- Experience with balancing swimming pool; pool chemicals and using vacuum systems.
- Experience working with Colorado Timing Systems.
- Working knowledge of lifeguard rotations and proper scanning zones.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals and typical office equipment.
- Operating knowledge of district information technology systems and department specific software and equipment required within 1 month after entering position.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Ability to operate hand tools.
- Ability to independently operate a utility vehicle within 3 months of entering position.
- Ability to independently operate snow removal equipment within 6 months of entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Athletic Facilities Lead Operator	100519

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

None

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk				X
Hear				X
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			X	
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	

NOISE LEVEL:	Exposure Level
Loud	X
Very Loud	