



Job Description

Job Title: **Aquatics Operator**
 Job Family: **Business Services: Operations**
 Pay Program: **Classified**
 Prepared/Revised Date: **December 2014**

Job Code: **100524**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 24**
 Typical Work Year: **12 months**

SUMMARY: Responsible for the day to day operations of the Veteran’s Memorial Aquatics Center (VMAC).

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. Perform supervisory and administrative work in managing aquatics programs, operations and staffing to include Pool Managers (AKA Head Life Guards), Lifeguards and district swim personnel. Assist the Athletics Facility Lead Operator in developing, managing and coordinating all activities of the (VMAC) including, but not limited to; district practice/meets, club rental, lifeguard training courses, staff training and programs and activities.	W	30%
2. Prepare and maintain the VMAC in accordance to State of Colorado Health code guidelines. Conducts set up and tear down of meets, practices and activities.	W	25%
3. Manage the district aquatics center including coordinating improvements, plans, schedules, admissions procedures, cleaning and maintenance to ensure the well being of students, parents and staff. Assist Event Assistants with start up cash for events/concessions and close outs as needed.	W	10%
4. Perform minor repairs and building modifications, including, but not limited to participating in construction and facility modification requests, initiating work order requests for repairs and modification projects. Conduct pool maintenance, chemical checks and daily log completions. Correct pool chemicals and adjust chemical automation units as needed. Maintain documentation of pool chemical levels, incident and accident reports and equipment safety.	W	10%
5. Assist the Facility Operations Manager with hiring of personnel, evaluating/documenting work performance, and training of staff. Complete staff scheduling for pool management, lifeguards and concessions for events and activities, assign daily tasks to staff.	W	10%
6. Order and maintain first aid, office and custodial program, pool chemicals and other operating supplies. Stock and distribute supplies as necessary.	W	5%
7. May perform snow removal as needed for the walkways utilizing, snow blowers and or shovels. May apply pre- and post-ice controls.	W	3%
8. Perform other job related duties as assigned, including, but not limited to, removing trash, cleaning and/or sanitizing all of locations facilities including pool, pump room, rooms, restrooms, hallways, stairwells, common areas, bleachers, concessions, ticket booth/admissions, locker rooms, offices, parking lot, walkways, and storage areas. Assist the Athletic Facility Lead Operator with events, repairs, cleaning or other general work at the stadiums as needed.	Ongoing	7%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of two (2) years experience in aquatics program management with supervisory experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- American Red Cross Lifeguard Training and First Aid Certification required.
- American Red Cross CPR/AED for the professional rescuer required.
- Must successfully complete current district training for supervision of Classified Staff within one year of entering position.
- Ability to frequently travel among district facilities.
- Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) required.

- American Red Cross Lifeguard Training Instructor (LGI) required within six (6) months of hire.
- American Red Cross Water Safety Instructor (WSI) required or must obtain within twelve (12) months of entering position.
- Operating knowledge of district facility scheduling software required within four (4) weeks of entering position.
- Ability to successfully complete a pre-hire, post-offer, physical examination.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- 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 working with Colorado Timing Systems.
- Working knowledge of lifeguard rotations and proper scanning zones.
- Experience working with pool vacuum systems.
- Ability to comply with district and department On-call Policy.
- Ability to lead and train others.
- Intermediate math skills.
- English language skills.
- Interpersonal relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of and experience with typical office equipment, such as phones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Facility Operations Manager	100518

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	None		

- Responsible for assisting with interviewing, hiring and training employees; assist with planning, assigning and directing work; assist with rewarding , disciplining and terminating employees; assisting with appraising performance; and assisting with addressing complaints and resolving problems.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- May assist the Facility Operations Assistant Director with the development and implementation of the fiscal budget.
- Responsible for the appropriate and efficient use of district funds; utilize Pcard to purchase materials and estimate and prioritize work projects.

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

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	