



Job Description
Prepared/Revised Date: July 2019

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

Job Code: **100524**
 FLSA Status: **Non-Exempt**
 Shift Differential: **Yes**
 Pay Range: **G 24**

SUMMARY: Responsible for the day to day operations of the Veteran’s Memorial Aquatics Center (VMAC); provide support to the stadiums as needed. 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. Manage the district aquatics center which includes performing supervisory and administrative work in managing aquatics programs, operations and staffing to include head lifeguards and lifeguards. Assist the Athletics Facility Lead Operator in developing, managing and coordinating all activities of the (VMAC) including, but not limited to; district practices/meets, club rental, lifeguard training courses, staff training, and programs and activities. Assist and provide oversight to the Event Assistants during events including: cash start-up and reconciliations in order to maintain proper aquatics center cash funds. Assist the Athletic Facilities Lead Operator 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	35%
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. Perform cleaning duties including, 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 in the oversight of the VMAC concession stand including, but not limited to, re-stocking, inventory and monitoring of the Event Assistants during events.	W	30%
3. Manage the district aquatics center including coordinating improvements, plans, schedules, admissions procedures, safety and security protocol to ensure the well-being of students, parents and staff. Order and maintain first aid, office and other operating supplies. Stock and distribute supplies as necessary.	W	15%
4. Perform minor repairs and building modifications, including, but not limited to participating in construction and facility modification requests, submit 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. Assist the Athletic Facility Lead Operator with events, repairs, cleaning or other general work at the stadiums as needed.	W	10%
5. Work with appropriate central office personnel regarding school needs, maintenance, security, concessions and media operations, to promote integrated operations for athletics and activities.	D	5%
6. Perform other job related duties as assigned, including, but not limited to: Order and maintain first aide, office and other operating supplies; may perform snow removal from parking, pedestrian and play areas when needed utilizing snow blowers and/or shovels. May apply pre- and post-ice control material.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

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

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 travel among district facilities.
- Must successfully complete current district training for supervision of Classified Staff within one year of entering position.
- American Red Cross Lifeguard Training required.
- 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 1 year of entering position.
- American Red Cross Lifeguard Training Instructor (LGI) required within 1 year of entering position.
- Operating knowledge of district facility scheduling software required within four (4) weeks of entering position.

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 with 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, peripherals and typical office equipment
- Operating knowledge of district information technology systems and any other department specific software and equipment required within one month of 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
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Reports to:	Athletic Facilities Lead Operator	100519
	POSITION TITLE	# of EMPLOYEES
Direct reports:	Lifeguards/Head lifeguards	20-30
		JOB CODE
		100525/100526

- 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:

- Orders, maintains inventory of, and purchases (Pcard) supplies and items pertaining to maintenance and facility equipment, athletic equipment, concession equipment, supplies, food, office supplies, etc.

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			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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	
Loud	X
Very Loud	