



Job Title: **Aquatics/Stadium Operator, Assistant**  
 Job Family: **Business Services: Operations**  
 Pay Program: **Classified**  
 Typical Work Year: **12 months**

Job Code: **1158**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G16**

**SUMMARY:** Responsible for assisting with the day to day operations of the District Athletic Facilities: Veterans Memorial Aquatic Center, North Stadium and Five Star Stadium.

**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 and or stadium operators in performing supervisory and administrative work in managing district athletic programs, operations and staffing to include head lifeguards, lifeguards and event assistant. Assist the operator(s) in developing, managing and coordinating all activities of the district athletic facilities including, but not limited to; district practice/meets, club rental, staff training, programs and activities.	W	30%
2. Support the operator(s) in preparing and maintaining the district athletic facilities in accordance to State of Colorado Health code guidelines. Conducts set up and tear down of meets, practices, games and activities.	W	25%
3. In the absence of the operator(s), manage the district athletic facilities 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 startup cash for events/concessions and close outs as needed.	W	10%
4. Notify the operator(s) and with approval, 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. 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. Maintain inventory of first aid, office and custodial supplies and other operating supplies. Stock and distribute supplies as necessary within the district athletic facilities.	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, lifeguarding, removing trash, cleaning and/or sanitizing facilities. Assist the operator(s) with events, repairs, cleaning or other general work at the district athletic facilities 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 one (1) year of experience in aquatics program 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.
- Ability to frequently travel among district facilities.
- Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) required within six (6) months of hire.
- American Red Cross Lifeguard Training Instructor (LGI) required within six (6) months of hire.

- Synthetic field management course required within six (6) months of hire
- 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 balancing swimming pool; pool chemicals and using vacuum systems.
- Experience working with Colorado Timing Systems.
- Working knowledge of lifeguard rotations and proper scanning zones.
- Ability to comply and participate in district and department On-call Policy.
- Ability to positively lead and train others.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- 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, 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.

**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 any other department specific software and equipment required within 1 month after entering position.
- Operating knowledge of and experience with Microsoft Word and Excel.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Aquatics Operator/ Stadium Operator	100524/100528

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	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 aquatics operator 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.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel			X	
Reach with hands and arms			X	
Climb or balance		X		

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