

Job Title: **Athletic Facilities Lead Operator**  
 Job Family: **Business Services; Operations**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **January 2015**

Job Code: **100519**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G26**  
 Work Year: **12 months**

**SUMMARY:** This position is responsible for the daily operations of the Adams 12 Veteran’s Memorial Aquatic Center (VMAC), Five Star Stadium and North Stadium. Responsibilities include coordinating daily operations, pool, ground and facility maintenance, safety, staff scheduling, event programming and routine and event scheduling and coordination.

**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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Prioritize, schedule and assign work. Provide technical training to members of athletics operations team. Makes recommendations to management for capital improvements and projects by creating/running reports and analyzing data from district information systems. Ensure budget control measures are in place and enforced.	D	25%
2. Monitor Aquatics Operator and Stadium Operators’ work performance to ensure customer needs are being met. Ensure a clean and safe environment for activities that take place within each facility. Monitor stadium and pool maintenance repair requests and ensure timely completion.	D	20%
3. Assist in creating and ensuring compliance with facility and pool policies and procedures for efficient operations. Monitor and ensure compliance with all local, state and national health standards as they apply to aquatics and recreational facilities. Assist with accident prevention through enforcement of policies, rules and regulations governing the conduct of patrons using facilities.	D	10%
4. Oversee and assist with daily maintenance and minor repairs, daily facility walk-throughs, mechanical and chemical operations and ensure written logs are maintained on a daily basis. Including, but not limited to P card purchases and reconciliation and initiating voucher requests. Actively participate in supervision of United States Swimming Association and high school swim meets. Design, develop and implement pool usage maps.	D	10%
5. Assist in staff hiring, staff changes, scheduling, time and attendance process, training, evaluation, mentoring, and disciplining; Schedule appropriate staff for programs and activities ensuring the safety and supervision of all participants. Create and administer facility orientation and on-going staff safety, emergency and other in-service meetings and programs; and ensure staff certifications are current.	W	10%
6. Respond to customer inquiries. Appropriately mediate and resolve staff and guest concerns, conflicts, problems, or emergencies that may arise. Continuously evaluate and identify opportunities to drive process improvements that positively impact the District and customers’ experience. Coordinate and market routine and special events.	W	10%
7. Work with Facility Reservations to schedule facility requests from user groups, schools, swimming groups, athletic organizations, athletic teams and community members. Responsible for completion and analysis of required daily, monthly, periodic and year-end reports.	D	10%
8. Perform other duties as assigned	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Bachelor’s degree from an accredited college or university in recreation or a closely related field preferred.
- Minimum of two (2) years of experience in aquatics and/or event venue management including experience in a supervisor capacity.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Must hold, or obtain within 60 days of hire, and keep current CPR, First Aid, AED and American Red Cross Lifeguard Instructor certifications.
- Must hold, or obtain within 60 days of hire, and keep current at least one of the following: Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO).
- Valid Colorado driver’s license (if required to drive District vehicles) OR ability to travel among school locations.
- Ability to successfully complete a pre-hire, post-offer, physical examination.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Working knowledge of Colorado Department of Health and Safety Swimming Pool regulations.
- Working knowledge of standard swimming pool equipment (including circulation and chlorination equipment, pumps, boilers, valve systems, manual and automatic vacuuming systems, power washers) and of routine maintenance procedures.
- Knowledge of all aspects of aquatic program management.
- Ability to comply with district and department On-call Policy.
- Critical thinking and problem solving skills. Ability to make sound decisions and use good judgment in stressful situations.
- Ability to train and lead others.
- Highly developed sense of integrity and commitment to customer satisfaction.
- Willingness to work a flexible schedule and overtime when needed.
- Ability to work independently with minimal supervision.
- Ability to organize and monitor multiple programs.
- Ability to maintain confidentiality in appropriate aspects of the job.
- Ability to manage multiple tasks and multiple priorities with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.
- 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 typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of district time & attendance system required within four (4) weeks after entering position.
- Operating knowledge of district facilities scheduling system required within four (4) weeks after entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Athletic and Activity Director	3028

	<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; assisting with planning, assigning and directing work; assisting with appraising performance; assisting with rewarding, disciplining and terminating employees; and assisting with addressing complaints and resolving problems.

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Responsible for the appropriate and efficient use of District assets.
- Responsible for the appropriate and efficient use of district funds; utilize Pcard to purchase materials and estimate and prioritize work projects.
- Ability to make recommendations to management based on operational needs.

**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				
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.	X
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)	
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	X
Loud	X
Very Loud	