



**Job Description**  
Prepared/Revised Date: July 2024

Job Title:	<b>Aquatics Operator, Assistant</b>	Job Code:	<b>1158</b>
Job Family:	<b>Athletics and Activities</b>	FLSA Status:	<b>Non-Exempt</b>
Pay Program:	<b>Classified</b>	Shift Differential:	<b>Yes</b>
Typical Work Year:	<b>12 months</b>	Pay Range:	<b>G 8</b>

**SUMMARY:** Responsible for assisting with the day to day operations of the Veteran’s Memorial Aquatics Center (VMAC) and assist with managing/operating the VMAC concessions stand; 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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Resource & Event Management – Assist the Aquatics Operator with managing the district aquatics center which includes supporting the aquatics programs, operations and staffing to include head lifeguards and lifeguards. Be present at events/games that are scheduled at the VMAC. Conduct setup and tear down as needed for the events/games/meets. 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 Aquatics Operator with work schedules for events and activities, assign daily tasks to staff.	D	30%
2. Aquatics Center Management – Assist with preparing and maintaining the VMAC in accordance to State of Colorado Health code guidelines. Assist in performing routine maintenance on all Colorado Timing System equipment to include, touchpads, buttons, timing console, shot clocks, speakers, starter and system cables. Assist with performing routine maintenance in pump room to include strainer baskets, acid washing, backwashing, peristaltic pumps, chemical tubing and changing out chemical barrels. Conduct pool maintenance, daily chemical checks and 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.	D	30%
3. Building Management – Assist with managing the district aquatics center including coordinating improvements, plans, schedules, safety and security protocol to ensure the well-being of students, parents and staff. 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. Perform minor repairs and building modifications. Assist with events, repairs, cleaning or other general work at the stadiums as needed. 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.	D	15%
4. 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.	D	10%
5. Concession Management – Assist with managing the VMAC concession stand including, but not limited to ordering, re-stocking, inventory, and monitoring of the Event Assistants during events.	D	10%
6. Perform other job related duties as assigned.	Ongoing	5%
<b>TOTAL</b>		<b>100%</b>

### **EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Prefer a minimum of one (1) 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.
  - A copy of an individual Motor Vehicle Record must be submitted at time of application.
  - 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.
- Effective March 2025, ServSafe Certification required within three (3) months of entering position.

### **TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Ability to promote and follow Board of Education policies, District policies, building and department procedures
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- 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 stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- 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:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>	
<b>Reports to:</b>	Athletic Facilities Lead Operator	100519	
	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	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.*

<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 and fingers to handle and/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	

<b>WEIGHT and FORCE DEMANDS:</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>
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			

<b>MENTAL FUNCTIONS:</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>
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			

<b>WORK ENVIRONMENT:</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>
Wet or humid conditions (non-weather)			X	
Work near moving mechanical parts		X		
Work in high, precarious places		X		

<b>WORK ENVIRONMENT:</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>
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		

<b>VISION DEMANDS:</b>	<b>Required</b>
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

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