

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

Job Code: **100519**  
 FLSA Status: **Non-Exempt**  
 Shift Differential: **Yes**  
 Pay Range: **G 21**

**SUMMARY:** This position is responsible for the Adams 12 Veteran’s Memorial Aquatic Center (VMAC), Five Star Stadium and North Stadium. Responsibilities include coordinating daily operations, pool, ground & facility maintenance; safety; staff hiring, scheduling, training, evaluation; creating/maintaining appropriate policies and procedures; public relations and promotions; programming; and routine and special 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.*

Job Tasks Descriptions	Frequency	% of Time
1. <b>Event Management/Resource Management:</b> Manage all district athletic facilities, oversee staff, and operations. Responsible for all staff hiring, staff changes, scheduling, time and attendance process, training, evaluation, mentoring, and disciplining. Schedule appropriate staff for programs and activities ensuring safety and supervision of all participants. Oversee facility orientation and on-going staff safety, emergency and other in-service meetings and programs; and ensure staff certifications are current. Review and approve reported time for employees who directly report to Athletic Facilities Lead Operator. Prioritize, schedule and assign work for Operators, Custodians and Event Assistants to ensure coverage at all events, to include VMAC concessions. Provide technical training to members of athletics operations team. Cover absences at all facilities as needed.	D	35%
2. <b>Event Reservation Management:</b> Central point of contact for all athletic facilities’ reservations and scheduling. Schedule/book practices, games, meets and events for district schools as well as non-district user groups from swimming groups, athletic organizations, athletic teams and community members. Prepare and provide the necessary documentation for customers to use district-owned facilities. Once booked, according to applications, prepare the reservation confirmation and estimated invoice. Ensure each group has current liability insurance. Invoice user groups, collect payments, submit/track payments through remittances and aging reports. Act as collections to unpaid outstanding balances. Ensure boosters/user groups that use the concession stand understand and follow health code policies and procedures. Assist with implementing, reviewing, and amending new/ongoing contracts. 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 regular and special events.	D	30%
3. <b>Athletic Facility Management:</b> Assist in creating and ensuring compliance with facility and pool policies and procedures. Monitor and ensure compliance with all local, state and national health standards as they apply to aquatics and recreational facilities. Assist the Stadium Operators with track and field maintenance. Assist the Aquatics Operator with chemical balancing, water chemistry and coordinating staffing and ordering. Assist with accident prevention through enforcement of policies, rules and regulations governing the conduct of patrons using facilities. Perform annual fire and health inspections for all three facilities then make adjustments for any violations. Stay up to date with Health Code surrounding food establishments. Oversee and assist with maintenance and minor repairs, facility walk-throughs, mechanical and chemical operations and ensure written logs are maintained on a regular basis. Design, develop and implement pool usage maps. Ensure a clean and safe environment for activities that take place within each facility, this includes monthly AED inspections. Monitor stadium and pool maintenance repair requests and work with district maintenance staff and outside vendors/contracts to ensure timely completion. Prepare seasonal project/cleaning lists for all operators and custodial staff and assist and monitor progress.	D	20%

4. <b>Athletic Facilities Budget:</b> Closely monitor the custodial and athletic facilities budget. Run purchasing card report, approve purchases and complete reconciliation. Pay invoices for projects and chemicals. Oversee all revenue intake for high school sporting events at athletic facilities, concessions, and VMAC. Submit weekly deposits/paperwork for all revenue brought in through the facilities and concessions. Make 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. Responsible for completion and analysis of required daily, monthly, periodic and year-end reports.	W	10%
5. Perform other duties as assigned	Ongoing	5%
TOTAL		100%

**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 three (3) 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.
- Ability to successfully complete a pre-hire, post-offer physical 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 frequently travel among district facilities.
- Must hold, or obtain within 60 days of hire, and keep current American Red Cross certifications to include Lifeguard Instructor (LGI), Lifeguard (LGT), CPR, First Aid and AED.
- 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).
- Turf Management Certification required within 1 year of entering position.
- Effective March 2025, ServSafe Certification is required within 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 train and lead others.
- Ability to maintain confidentiality in appropriate 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 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.
- Ability to organize and monitor multiple programs.
- Knowledge of all aspects of aquatic program management.

- 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, and power washers) and of routine maintenance procedures.

**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 1 month of entering position.
- Operating knowledge of Microsoft Word and Microsoft Excel.
- Ability to operate hand tools.
- Ability to operate a utility vehicle within 3 months of entering position.
- Operating knowledge of district time & attendance system required within 1 month of entering position.
- Operating knowledge of district facilities scheduling system required within 1 month of entering position.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Athletics and Activities Director	3028

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Direct reports:</b>	Aquatics Operator/Assistant	2	100524
	Lifeguards/Head Lifeguards	30	100525/100526
	Stadium Operator	2	100528
	Custodian	3	1105
	Event Assistants	30	090727

- Supervisory responsibilities include assisting with hiring, disciplining, terminating, directing work, assigning work, training, and evaluating.

**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 P-card to purchase materials and estimate and prioritize work projects.
- Ability to make recommendations to the Athletics and Activities Director 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 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		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds			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 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		
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.	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)	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	