

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE M
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

AQUATICS COORDINATOR

BASIC FUNCTION

Provides technical assistance in the coordination of a variety of aquatics operations and activities, special programs, and events; raises or lowers water levels, raises diving boards, sets up lane lines, and installs other special equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification is responsible for independently providing technical and coordinative support to aquatics operations and events. Employees frequently use tact, discretion, and independent judgment and initiative in the performance of their work, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs a diverse range of operational and coordinative tasks in support of daily aquatics operations and special events; ensures aquatic facilities and equipment are available for use and consistently maintained in a safe and clean condition; monitors operations for compliance with District and mandated policies, procedures, rules, and regulations.
1. Assists in planning, coordinating, and facilitating aquatics special events; attends pre-event planning and post-event meetings with District personnel and external user groups; provides facility access to special event personnel; and secures facility at the conclusion of the event.
2. Coordinates and/or performs pool equipment and operations tasks for daily use or special events such as raising or lowering the water levels, raising diving boards, setting up lane lines, and installing other special equipment.
3. Monitors and reports on incidents and accidents which occur in the aquatics center to appropriate District staff on a timely basis; maintains awareness of liability and safety issues that affect patrons.
4. Monitors overall aquatics safety during all events; enforces facility use rules and code of conduct for all users including pool, deck, and locker rooms.
5. Monitors facility use and ensures that the pool, deck, restrooms, and locker rooms are maintained in a safe, neat, and clean condition.
6. Inspects and maintains swimming and pool equipment for functionality; prepares and submits requests for equipment, supplies, repairs to buildings and equipment, and grounds maintenance.
7. Oversees the use and storage of aquatics related equipment such as goals, lane lines, seating, scoreboards, and sound systems.
8. Maintains a thorough inventory of aquatics equipment and property; evaluates whether equipment is in proper working condition and repairs/facilitates repair of same.
9. Maintains a variety of records and files on aquatics operations and activities.
10. Participates in District-provided in-service training programs.
11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of aquatic site oversight including event planning and pool operations.
2. Organization and operation of an aquatic's facility including those related to maintenance and safety.
3. Aquatics-related sports and programs including swim meets, water polo games, synchronized swimming, and other competitive water sports.
4. Procedures for planning, implementing, and maintaining a variety of aquatic activities and programs.
5. Operational characteristics of pool equipment and appurtenances including diving boards, swim lane lines, water rescue safety equipment and devices.
6. Applicable federal, state, and local laws, rules, regulations, ordinances, and policies and procedures relevant to aquatic center operations.
7. Safety principles and practices, including basic first aid and cardiopulmonary resuscitation (CPR) methods.
8. Record keeping principles and practices.

Ability to:

1. Plan and prepare aquatic activity schedules, staffing schedules, reports, and other related program materials.
2. Coordinate a diverse range of aquatic sports and competitive events.
3. Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and cardiopulmonary resuscitation (CPR).
4. Maintain accurate logs, records, and written records of work performed.
5. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
6. Perform minor building, custodial, and grounds maintenance tasks.
7. Ensure the safety of patrons, colleagues, and self in the performance of duties.
8. Independently organize work, set priorities, meet critical deadlines, and follow up on assignments.
9. Exercise independent judgment within general policy and procedural guidelines.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and two (2) years of pool maintenance experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

Possession of valid Standard First Aid and CPR certificates, which must be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in an aquatic's facility environment; strength, stamina, and mobility to perform light to medium physical work. The job involves frequent walking in pool and deck operational areas, which may be slippery with water, to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

The essential functions of this classification must be performed by the incumbent with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an aquatics pool facility and are exposed to loud noise levels, fluctuating temperatures, and potentially hazardous chemicals and equipment. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.