

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

ASSISTANT DIRECTOR-AQUATICS CENTER

DEFINITION:

Under the direction of the Director-Community Education, assist with the planning, organizing, control and direction of the daily operations, programs and activities of the Aquatic Center; assist the Director with coordinating and directing swimming pool functions to ensure the safety of swimming activities; ensure pool facility and related activities comply with established laws, codes, rules, regulations, policies and procedures; conduct daily inspections of pool water and maintain proper chemical balances as directed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Director with planning, organizing, controlling and directing the daily operations, programs, classes and activities of the Aquatic Center; assist with overseeing the cleaning, maintenance and repair of swimming pool, surrounding areas and related equipment to ensure safe and sanitary conditions.
- Assist with planning, organizing and implementing long and short-term programs and activities designed to develop assigned programs and services.
- Assist in coordinating swimming pool functions to ensure the safety of swimming activities; monitor the swimming facility to ensure compliance with local and State health and safety standards; assist with coordinating aquatic safety programs; ensure proper pH and chemistry levels of pool water.
- Supervise the preparation of the swimming pool and surrounding areas for swim meets, classes and other athletic events as directed.
- Monitor inventory levels of parts, supplies and equipment; order, receive and maintain inventory of parts, supplies and equipment; ensure proper storage and disposal of pool maintenance chemicals.
- Assist the Director with coordinating and managing the development and implementation of program guidelines, goals, objectives and procedures to enhance recreational and aquatic activities for the community.
- Prepare and maintain a variety of logs, records and files related to assigned activities.
- Communicate with personnel, aquatic center patrons and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.
- Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.
- Perform life guarding, maintenance and swim instruction duties as needed.
- Administer first aid and CPR as needed,
- Operate a variety of power-driven equipment, testers, gauges and small hand and power tools; troubleshoot pool equipment malfunctions.
- Attend a variety of meetings and trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three (3) years increasingly responsible pool maintenance and operations experience.

Licenses and other Requirements:

- Valid Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO) certification.
- Valid First Aid/CPR certification.
Valid Lifeguard Instructor Trainer certification.
- Criminal Justice Fingerprint/Background Clearance.

Knowledge of:

- Practices and procedures of aquatic programs.
- Applicable laws, codes, regulations, policies and procedures.
- Proper principles of water flow and chemistry of swimming pool water.
- Methods, procedures, materials, tools and equipment used in the maintenance, cleaning and repair of swimming pools.
- Operation of a variety of power-driven equipment, testers, gauges and small hand and power tools.
- Health and safety regulations.
- Oral and written communication skills.
- Record-keeping techniques.
- Basic mathematics.
- First Aid/CPR techniques.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.

Ability to:

- Assist with coordinating swimming pool functions to ensure the safety of swimming activities.
- Inspect, install, maintain, repair and replace a variety of pool equipment.
- Ensure proper chemistry of swimming pool water.
- Operate a variety of power-driven equipment, testers, gauges and small hand and power tools.
- Observe health and safety regulations.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Administer first aid and CPR.

WORKING CONDITIONS:

Work Environment:

- Indoor/Pool environment.

Physical Demands: The physical demands described here 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.

- Dexterity of hands and fingers to operate hand and power tools and equipment.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials and perform maintenance and repair duties.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

Hazards:

- Working around and with machinery having moving parts.
- Hazardous chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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