

CONEJO RECREATION & PARK DISTRICT

Job Title: Pool Operator/Manager Aquatics

Division: Recreation & Community Services

Summary:

Under general supervision, oversee and perform a variety of tasks in the operation, maintenance, cleaning in and around public aquatic facilities; schedule, train and supervise the work of assigned part-time and temporary staff; perform a variety of clerical and administrative support functions, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Oversees and performs a variety of tasks in the operation, maintenance, cleaning, and servicing in and around public aquatic facilities, including performing tests for chlorine, Ph., calcium hardness, TDS, and total alkalinity; treats water with chemicals to maintain safe and healthy water quality; monitors chemical usage; cleans probes and chemical injectors.
- Repairs a variety of equipment, including back stroke flags, lane lines, lane line reels, pool covers, lifeguard stands, and diving boards; performs mechanical inspections and repairs to pool pumps, filters, chemical pumps, and chemical feed lines, performs minor electrical, plumbing, masonry, and carpentry work.
- Maintains and cleans pools; skims surface of pools; uses pool vacuum cleaners; maintains and cleans decks, locker rooms, roofs, pump houses, and surrounding areas; picks up debris in and around pool areas; empties trash cans.
- Purchases maintenance, program supplies, chemicals, and personal safety supplies; researches prices and vendors; works with vendors in purchasing supplies and equipment; tracks expenditures and monitors budgets.
- Maintains and produces a variety of records and reports, including maintenance sheets, water quality sheets, chemical consumption, equipment orders, safety supplies, respirator fit test, water slide inspection reports, and vehicle inspections; completes, reviews, and files accident and incident reports; updates maintenance manuals and diagrams.
- Prepares pools for summer operation and winter hibernation; adjusts chemicals; winterizes pool heaters; applies and removes pool covers; sets up swim lane lines.
- Assists with new part-time staff hiring and current staff promotions; participates in the interview process; provides training to aquatics staff in pool operations and maintenance; supervises part-time seasonal staff; instructs Red Cross courses, including swim lessons. CPR, Lifeguard Training, and Emergency Response.
- Interacts with the public and ensures excellent customer service is given at aquatic facilities; answers questions and complaints from the public; sets up and cleans up after major events; attends and participates in a variety of meetings.
- Fills in for Aquatics Supervisor and Lifeguards as needed; teaches swim lessons; assists in aquatic program development.
- Establishes positive working relationships with representatives of community organizations, staff, and the public.

Other Duties and Responsibilities:

- Drives to various sites to perform duties.
- Inspects activity areas and instructs aquatic or recreation programs.
- Issues and monitors facility permits and specialized certifications.
- Participates in special events planning.
- May be required to transport participants or materials.
- Performs other related duties as assigned.

Qualifications:

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. *

Education/Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for the Pool Operator/Manager Aquatics. A typical way of obtaining the required qualifications is to possess the equivalent of two years of increasingly responsible experience in the operation, maintenance, cleaning, and servicing of public aquatic facilities, and a high school diploma or equivalent.

Language Ability:

Ability to read, analyze and interpret documents in the area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, and procedure manuals. Ability to effectively communicate effectively in written and oral form. Ability to present information and respond to questions.

Math Ability:

Ability to calculate figures and amounts such as percentages and costs. Ability to determine cost of contractors and provide budget input.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

Possession of, or ability to obtain, a valid Class C California driver's license and valid American Red Cross CPR and First Aid Certification are required, Certified Pool Operator's license or Aquatics Facility Operator's certification, Emergency Response Certification and Lifeguard training are required within one year of appointment.

Supervisory Responsibilities:

Directly supervises employees. Number of employees supervised will vary. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is regularly exposed to outdoor weather conditions; wet or humid conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places; pool chemicals; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud.

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. *While performing the duties of this job the

employee regularly talks or hears. The employee is frequently required to stand, sit, walk, use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance, and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds.

*Reasonable accommodations may be made to enable individuals to perform the essential functions.

Title: Rec. Pool Operator/Manager Aquatics
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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.