**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Coordinator of Facility and Pool Operations

**Job Number:** SB-074

**NOC:** 7383

**Band:** 7

**Department:** Athletics & Recreation

**Supervisor Title:** Director, Athletics & Recreation

**Last Reviewed:** April 13, 2016

**Job Purpose**

Reporting to the Direct of Athletics & Recreation, the Coordinator of Facility and Pool Operations is responsible for overall building (inclusive of the Athletics Centre, Justin Chiu Stadium, beach volleyball courts and canoeing facility) and equipment maintenance and providing a physically safe environment in a cost efficient manner and in compliance with regulations. The Coordinator of Facility and Pool Operations is involved with both long term planning, financial planning, and day-to-day operations in relation to maintaining building and equipment. This position is Lead Hand to the Maintenance Assistant/Relief Pool Operator position in the areas related to the pool operation and general maintenance and cleaning.

**Key Activities**

***Planning: Working with the Director of Athletics this position:***

1. Develops the short and long term maintenance plans for the facility, making decisions that will provide the most cost effective operation while still maintain a high quality of service.
2. Works with the Director of Athletics in developing the yearly maintenance budget based on the maintenance plan and works with Director and Assistant Director to control the budget throughout the year.
3. Determines the most logical and cost effect way of serving Trent students, client groups and members in order to continue to build the business and ensure growth in revenue and in the business.
4. Recommends replacement or repair of building systems and supports infrastructure and long term capital improvements.

***Pool Operations: Working with the Aquatics Supervisor this position:***

1. Is responsible for the control and use of all chemicals related to the pool operation, the proper operation of the filtration system and regular testing of pool water to ensure that all rules and regulations established by the Ministry of Health and Labour are adhered to.
2. Ensures Aquatic staff completes regular testing, through the Aquatic Supervisor, and reports any discrepancy to the Aquatic Supervisor.
3. Vacuums pool as required; cleans pool deck and all adjacent areas on a regular basis with support from the Aquatic staff.
4. Addresses all pool fouling situations.
5. Checks the pool log daily for any required repairs.
6. Provides training to the Maintenance Assistant/Relief Pool Operator on pool testing and equipment checks and safety of the 25 m pool, therapy pool.
7. Provides oversight and direction to the Maintenance Assistant/Relief Pool Operator in responsibilities related to the pool operation.

***Facility Maintenance***

1. Ensures all mechanical and storage rooms are organized; equipment labeled, tidy and clean.
2. Posts all current MSDS sheets and follows all proper procedures for the storage and use of chemicals, solvents etc.
3. Provides oversight and direction to the Maintenance Assistant/Relief Pool Operator position in responsibilities related to general building maintenance and cleaning.
4. Completes all mechanical and electrical tasks within the scope of defined minor repair / modification work (i.e. ensuring repair of toilets, sinks, taps, water lines, and providing direction for moving and ensuring repair of electrical outlets, minor wiring, lights etc.)
5. Ensures the safety and emergency protocol is current and sits on the Athletics & Recreation Department’s Risk Management Committee.
6. Checks all emergency exists to ensure they are operable at all times through the year.
7. Continually liaises with all client groups to ensure they are pleased with the facility and service.
8. Provides friendly customer service to all members for the community and students who use the facility.
9. Inspects the stadium and stadium field for defects and recommends policy and procedures in the operation of the stadium.
10. Works with the Fitness & Lifestyle Coordinator to develop a schedule for the maintenance of all weight room and cardio equipment.
11. Completes the maintenance work, wherever possible (cables, tightening equipment, repairs to padded equipment, carpets, mirrors etc.).
12. Ensures all sport equipment is stored in a hygienic, efficient, and effect fashion.
13. Supports facility rentals and special events, including set-up, liaison with external contractors, other Trent departments, and user groups.
14. Contributes to the development of health and safety policies and ensures that all related policies are up-to-date and that the building meets health and safety requirements.
15. Participates on the Athletics Department Risk Management Committee and supports Risk Management in the implementation disaster recovery programs.
16. Works with Athletics Department staff team to maximize facility space use, coordinating maintenance activities to have the least impact on programs and member activities.

***Main Liaison with Physical Resources Department to:***

1. Meets quarterly with PRD to review short, medium and long-term plans.
2. Develops maintenance plans for weekly, monthly and yearly routine cleaning, and maintenance tasks and when required schedules additional cleaning shifts to meet tournament and/or special event needs.
3. Ensures the building and environs are cleaned and meet the high standards set for community membership.
4. Participates in the creation, maintenance and prioritization of the Athletics Centre deferred maintenance list and/or any special projects that affect that facility management of the facility.
5. Coordinates the garbage and recycling removal.
6. Checks that the fire detection system, lighting system, heating systems, air conditioning systems are operating effectively and efficiently and contacts Physical Resources Department for both routine maintenance and for repairs.
7. Checks all doors for proper operation and remove ice and snow for a distance of 2 metres from all exit doors.
8. Checks all emergency systems as per regular schedule tasks (emergency lights, battery packs, and communication systems).
9. Coordinates electrical/mechanical work.
10. Ensures that the Justin Chiu Stadium and surrounding grounds are maintained on a regular basis and that seasonal grounds keeping tasks are completed as scheduled.

**Education**

Degree or diploma (2 year) related to building supervision and maintenance.

**Experience Required**

1. Four to five years of experience maintaining facilities, including experience maintaining electrical, mechanical building systems, sports fields and various types of equipment.
2. Pool operators Course required.
3. Standard First Aid, CPR, AED required.
4. Ability to pass a swim test as set by the Aquatic Supervisor required.
5. Experience maintaining public pool facilities according to the Health Unit requirements.
6. Experience planning, documenting and implementing both short and long term maintenance plans for complex facilities.
7. Knowledge of and a comfort level with sport, sport regulations and operations and sport equipment set up requirements.
8. Knowledge of pool operations and systems.
9. Knowledge and experience supervising student staff.
10. Knowledge and experience in working as part of a team.
11. Excellent people skills.
12. Knowledge and experience working in a university environment.
13. Experience with planning and operating buildings from a maintenance perspective, including mechanical and electrical systems.
14. Experience being accountable for maintenance of a facility from both financial and performance perspectives.

**Responsibility for the Work of Others**

*Indicate whether the incumbent is directly or indirectly responsible for the work of others. Provide the title of the position(s) as well as an example of how the incumbent is responsible for the work of others on a daily basis. Specifically, indicate whether the position has responsibility for hiring and supervision of student workers.*

Indirect Responsibility

Lead Hand to Maintenance Assistant/Relief Pool Operator (14 hrs/wk)