**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Maintenance Assistant/Relief Pool Operator

**Job Number:** SB-082

**NOC:** 6733

**Band:** 4

**Department:** Athletics & Recreation

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

**Effective Date:** March 11, 2015

**Job Purpose**

This position reports to the Director, Athletics & Recreation and receives functional leadership, direction and oversight from the Coordinator of Maintenance/Pool Operator. This Assistant is responsible for general facility maintenance and equipment tasks and general cleaning of the Athletics Centre, the Justin Chiu Stadium, and is responsible for the safe operation of the 25m swimming pool, therapy pool, and rowing tank. This individual interacts with and provides exemplary customer service to students, staff and faculty, community members, rental groups, clients and the general public.

**Key Activities**

**Pool Operation**

1. Assists in providing oversight in the operation of the 25m and therapy pools, ensuring member safety and compliance with applicable Public Health regulations.
2. Ensures that the automatic chemical controllers are working properly and that there is a supply of chemical for the controllers to dispense.
3. Ensures the proper operation of the pools’ filtration systems.
4. Works with the Coordinator of Maintenance/Pool Operator to ensure the efficient and safe operation of the aquatics facilities.
5. Monitors that aquatics staff are completing regular pool testing, and communicates any gap in this process or discrepancies to the Coordinator of Maintenance/Pool Operator.
6. Assists Aquatics staff in addressing pool fouling situations.
7. Checks with Aquatics staff daily for any required repairs.
8. Cleans the 25m pool deck and the therapy pool deck daily with the floor cleaner.
9. Cleans the rowing tank floor daily.
10. Attends training/workshops as necessary to maintain adequate knowledge of pool operations to meet legislated standards for pool operation.

**Facility Supervision**

1. Supports facility rentals with external and internal (other university department) users (field, AC rooms, gym, pool) to coordinate set-ups, deal with issues arising from bookings (i.e. double bookings, lack of space, etc.), or responding to user group needs/requests. Arranges for and ensures that appropriate set-up is arranged for user groups. Depending upon the shift time and/or events happening in the building these functions would be done in conjunction with the Member Services Agent on duty at that time.
2. Completes a full facility check to secure the building and field each night at closing (indoor facilities and outdoor gates, Press Box, and storage sheds). Ensures that field lights are turned off and all visitors and staff have left the facility. Depending upon the shift time and/or events happening in the building these functions would be done in conjunction with the Member Services Agent on duty at that time.
3. Provides or ensures that Athletics Centre staff provide first response to emergencies in the Athletics Centre, in the Justin Chiu Stadium, or the grounds outside the Athletics Centre, liaises with other AC staff who respond as well as Emergency personnel. Creates, follows up on and files incident reports. Completes Fire Warden Training and serves in that capacity during emergencies.
4. Provides support and direction to all student staff in all program areas of the Athletics Centre when Administrative staff are not available during evenings. Depending upon the shift time and/or events happening in the building these functions would be done in conjunction with the Member Services Agent on duty at that time.

**Education**

College Diploma (2 year) in Facility or Building Maintenance.

**Experience Required**

1. Two to three years’ directly-related experience in building/pool maintenance.
2. Basic understanding of electrical, plumbing and carpentry is a plus.
3. Proven experience and skills in customer service and sales. Ability to balance the interests of a variety of client groups, adjusting priorities to meet client needs.
4. Experience providing leadership to student staff.
5. Experience and knowledge of pool testing.
6. Experience in general facility maintenance.
7. Communicates effectively with students, staff, faculty and members of the community, using tact and discretion, treating others with respect.
8. Excellent organizational skills. Ability to meet deadlines within constant changing environment and within changing priorities.
9. Good conflict resolution skills; ability to diffuse potentially volatile situations.
10. Communicates effectively with students, staff, faculty and members of the community, using tact and discretion, treating others with respect.
11. Demonstrated ability to work independently and as part of a team.
12. The ability to work extended hours and evening hours is required based upon seasonal schedule and events hosted within the Athletics Centre)
13. Proficiency in application of Microsoft Office Suite (Word, Excel, PowerPoint).
14. Current Standard First Aid and CPR.