**Department of Human Resources**

**OPSEU Job Description**

**Job Title:** Assistant Pool Operator

**Job Number:** SB-086

**NOC:** 7383

**Band:** 6

**Department:** Athletics & Recreation

**Supervisor Title:** Assistant Director, Customer Engagement & Operations

**Effective Date:** March 26, 2019

**Job Purpose**

This position reports to the Assistant Director, Customer Engagement & Operations and receives functional leadership, direction and oversight from the Coordinator of Maintenance/Pool Operator. This Assistant Pool Operator is responsible for the safe and quality operation of the 25 Metre Pool, the Therapy Pool and the Rowing Tanks in the Athletics Centre. This individual interacts with and provides exemplary customer service to students, staff and faculty, community members, rental groups, clients and the general public. *The schedule for this position is evenings and weekends, included below.*

**Key Activities**

**Pool Operation**

With the oversight of the Coordinator of Maintenance/Pool Operator, the Assistant Pool Operator:

1. Manages the efficient and safe operation of the 25m Meter Pool, the Therapy Pool and Rowing Tanks and ensures member safety and compliance with applicable Public Health regulations.
2. Ensures that the Pool Mechanical Rooms (filtration systems, pumps, chemical requirements) 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 and maintains pool chemistry and circulation at proper levels meeting Health & Safety standards and legislative requirements for pool operations.
4. Performs water tests, calibrates automation, and trains designated staff in procedures and 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.
5. Checks pumps and motors and inspects and maintains chemical feed system; pool fittings, hardware; etc.
6. Performs monthly facility safety inspections and establishes and coordinates an annual preventative maintenance program for the three aquatic facilities.
7. On shift, provides initial response to calls for service from aquatics staff, assesses maintenance needs, and takes corrective action or routes a work order to appropriate maintenance team.
8. Maintains aquatic facilities plans, technical specifications, and other maintenance or construction history on all three aquatics facilities.
9. Orders supplies, conducts inventories, and handles all pool chemicals safely.
10. Maintains a clean and safe environment for all three aquatic facilities (to include vacuuming the pool, general janitorial responsibilities for pool deck, for showers and locker rooms).
11. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
12. Checks with aquatics staff for any required repairs.
13. Attends training/workshops as necessary to maintain adequate knowledge of pool operations to meet legislated standards for pool operation.
14. Maintains aquatic facilities plans, technical specifications, and other maintenance or construction history on all three aquatics facilities.
15. This position may be contacted to respond to call-ins, outside of normal working hours, for unplanned emergent incidents/issues in the Aquatics Facilities.

**Facility Supervision**

1. Completes daily maintenance and safety checks on three aquatics facilities and checks to secure the building and field each night at closing (indoor facilities). Depending upon the shift time and/or events happening in the building these functions would be done in conjunction with the Guest Experience Agent on duty at that time.
2. 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 Guest Experience Agent on duty at that time.
3. Depending upon shift time 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.

**Education**

Degree or Diploma (2 year) in a related field.

A valid Pool Operator Licence is required.

**Experience Required**

1. Three to Five years’ directly-related experience in managing pool operations.
2. Experience, and computer efficiency, with High Rate Water Filtration and Disinfection systems (i.e. Neptune-Benson filtration system), UV Pool Systems, Chlorinators, Metering systems to calibrate Chlorine and pH is required.
3. Experience and knowledge of pool testing.
4. Basic understanding of electrical, plumbing and carpentry is a plus.
5. Exceptional customer service skills.
6. Experience providing leadership to student staff.
7. Communicates effectively with students, staff, faculty and members of the community, using tact and discretion, treating others with respect.
8. Strong project management skills and excellent organizational skills. Ability to meet deadlines within constant changing environment and within changing priorities.
9. Demonstrated ability to work independently and as part of a team.
10. The ability to work evenings and weekends.
11. Proficiency in application of Microsoft Office Suite (Word, Excel).
12. Current Standard First Aid and CPR and Police Records Check (inclusive of Vulnerable Sectors check).

**Schedule**

The regular schedule for this position is as follows (35 hours per week):

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|  | As of February 16, 2021  Reduced Hours of Operation due to COVID Protocols  Athletics Centre Hours  Mon. – Fri., 7 am – 8 pm  Sat. & Sun., 8 am – 6 pm | In Future when Athletics Centre resumes regular hours of operation  Athletics Centre Hours  Mon. – Fri., 6 am – 11 pm  Sat. & Sun., 7 am – 9 pm |
| **Monday** | Day off | Day off |
| **Tuesday** | Day off | Day off |
| **Wednesday** | 1:30 pm – 10 pm (30 min. meal break) | 4:30 pm – 1:00 am (30 min. meal break) |
| **Thursday** | 1:30 pm – 10 pm (30 min. meal break) | 4:30 pm – 1:00 am (30 min. meal break) |
| **Friday** | 11:00 am – 6:30 pm (30 min. meal break) | 11:00 am – 6:30 pm (30 min. meal break) |
| **Saturday** | 7:00 am – 1:30 pm (30 min. meal break) | 5:30 am – 1:00 pm (30 min. meal break) |
| **Sunday** | 7:00 am – 1:30 pm (30 min. meal break) | 5:30 am – 10:30 am |

*Note: This schedule is subject to change to meet the needs of the department.*