

AQUATICS MAINTENANCE COORDINATOR

GENERAL STATEMENT OF DUTIES

Part-time position responsible for the supervision of the mechanical and maintenance operations of the Kettering Recreation Complex indoor aquatic facilities and Adventure Reef Water Park under the general direction of the Aquatics Supervisor.

EXAMPLES OF DUTIES (Illustrative Only)

- Responsible for the operations and physical maintenance of the mechanical and filtration systems of the pool, whirlpool and water park in conjunction with the Aquatics Supervisor and the Public Service Department;
- Responsible for the cleanliness of pool facilities, to include water chemistry, pool decks, storage spaces and pump rooms;
- Coordinates the training of staff with the Aquatics Supervisor and the Aquatic Operations Coordinator, focusing on maintenance duties and responsibilities;
- Coordinates the seasonal opening and closing of the Adventure Reef Water Park;
- Maintains all maintenance-related paperwork and manuals as assigned by the Aquatics Supervisor;
- Maintains inventory of equipment, tools and chemicals necessary to operate the facility safely and efficiently;
- Informs the Aquatics Supervisor of any suggested policy changes, public opinions and/or suggestions;
- Assists with the selection and recruitment of management staff as needed;
- Regular and predictable attendance required;
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- An extensive aquatic background, with emphasis in pool mechanics.
- Current AFO or CPO.
- Able to work independently and prioritize without direct supervision.
- Willing to work a variable schedule, including early mornings.
- Solid organizational skills
- Lifeguard, First Aid and CPR certifications preferred.

Approved: MB O'Neil

Date: 6/19/19