

Union Public Schools Job Description

Position Title: Water Safety Coordinator
Department: Maintenance – 6th/7th Grade Center
Reports To: Director of Facility Services

FLSA Designation: Non-exempt

SUMMARY: To maintain the safety of students, instructors and pool.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Monitors the use of the swimming pool and enforces safety rules.
- Maintains the safety of students and instructors.
- Maintains and monitors pool filtration system and pump.
- Performs pump room duties, including backwash, handling and installation of chemicals as necessary.
- Handles chemicals such as chlorine, celite, CO₂ and muriatic acid.
- Monitors pool water chemistry through testing of water samples and adjust chemistry as needed to maintain standards.
- Completes maintenance reports and/or related to records and statistics for the aquatics program.
- Communicates effectively and maintain effective working relationships with other employees, administration and all members of the general public.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

EDUCATION and/or EXPERIENCE: High school diploma or general educational degree (GED) and at least three (3) years aquatics experience, or experience sufficient to perform job duties, or any equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Certified Pool Operator or ability to obtain such within 90 days of employment. CPR/First Aide/AED or the ability to obtain such within the first year of employment.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES: Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all District requirements and Board of Education policies.

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

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually quiet to moderate, although it can vary depending on daily activity.