#### Trent University LogoOPSEU JOB DESCRIPTION

**Job Title:** Pool Operator & Maintenance Assistant

**Job Number:** SB-086 | VIP: 1285

**Band:** OPSEU-6 (Subject to Review)

**Department:** Athletics & Recreation

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

**Last Reviewed:**  June 7, 2022

#### **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. The Pool Operator & Maintenance Assistant is responsible for the safe and quality operation of the 25m competitive pool, the therapy pool, and the rowing tanks in the Athletics Centre. Additionally, this position organizes and conducts general maintenance work related to the Athletics & Recreation Department facilities. These responsibilities are vital to ensuring and maintaining a safe functioning environment for Trent students, staff, and all visitors to 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 and includes a variety of shifts such as early mornings, evenings, weekends, and holiday coverage for another pool operator, dependent on program needs.

#### Key Activities:

##### Pool Operation

* Manages the continuous and safe operation of the 25m pool, the SwimEx therapy pool and rowing tanks and ensures member safety and compliance with all applicable Public Health regulations.
* 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.
* Ensures the proper operation of the pools’ filtration systems and maintains pool chemistry and circulation at proper levels meeting all public health standards and legislative requirements for pool operations.
* Performs water, chemical, temperature, and other tests. Maintains logs and documentation as required to meet public health standards.
* Calibrates automation and diagnoses and troubleshoots mechanical issues and takes appropriate corrective action.
* Performs regularly scheduled facility safety inspections and executes the preventative maintenance program for the three aquatic facilities. Checks pumps and motors and inspects and maintains chemical feed system; pool fittings, hardware; etc.
* Based upon standard operating procedures for the three pools, cleans and makes repairs as needed to replace damaged parts.
* Trains aquatics staff in procedures. 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.
* 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.
* Maintains aquatic facilities plans, technical specifications, and other maintenance or construction history on all three aquatics facilities.
* Orders supplies, conducts inventories, and handles all pool chemicals safely.
* 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).
* Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
* Checks with aquatics staff for any required repairs.
* Attends training/workshops as necessary to maintain adequate knowledge of pool operations to meet legislated standards for pool operation.
* Maintains aquatic facilities plans, technical specifications, and other maintenance or construction history on all three aquatics facilities.
* This position may be contacted to respond to call-ins, outside of normal working hours, for unplanned emergent incidents/issues in the Aquatics Facilities.

##### General Maintenance

* Carry out general maintenance, which may include but is not limited to physical labour involving snow removal, removing leaves and debris from outdoor areas and walkways around the Athletics Centre and Justin Chiu Stadium, ensuring safe access to the Athletics Centre.
* Assist with set-up and teardown for special events and varsity games, including bleacher set-up/teardown; tables and chairs, nets and other sport equipment, and other equipment as requested.
* General moving of equipment within the Athletics Centre, including but not limited to furniture, fitness equipment, mail/shipping deliveries, boxes, etc.
* Responsible for placing orders and/or purchasing required materials and hardware as well as the pick-up and delivery of such items.
* Assists in maintenance of Justin Chiu Stadium and outdoor beach volleyball courts, including field grooming; cleaning of bleachers and press box; seasonal set-up and storage of field nets; beach volleyball court nets, and other sport equipment.
* Other duties as assigned, totaling more than 5% of duties.

##### Facility Supervision

* Completes daily maintenance and safety checks on three aquatics facilities and during normal course of daily work, 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 another full-time staff on duty at that time.
* Reports deficiencies or concerns to the Coordinator, Facilities/Pool Operator or Manager and contacts Security and/or fixit, as appropriate, on items needing repair.
* 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.
* 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 Required:

* Degree or Diploma (2 year) in a related field.
* Successful completion of the Certified Pool Operator (CPO) course.
* Working at Heights Certification
* Working in Confined Spaces Certification

#### Experience/Qualifications Required:

* Three to Five years’ directly related experience in managing pool operations and overall facility management in a municipal or university/college setting.
* 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.
* Thorough knowledge of public pool legislation for Class “A” pools and requirements for pool operators.
* Thorough working knowledge of water quality testing and balancing techniques, general trades fundamentals, janitorial/cleaning work methods and supplies, and sound health and safety practices.
* Demonstrated experience in general repairs, maintenance, and mechanical operations.
* Basic understanding of electrical, plumbing and carpentry is an asset.
* Strong organizational, interpersonal, record-keeping, problem-solving and work coordination skills.
* Possesses effective customer service skills required to respectfully work with others including the public, co-workers, contractors, and suppliers.
* Strong project management skills and excellent organizational skills. Ability to meet deadlines within a constantly changing environment and within changing priorities.
* Must be physically capable of routinely lifting/handling/moving heavy equipment and materials.
* Ability to work with minimal supervision and as part of a team. Ability to assess and problem solve.
* Working knowledge of the Occupational Health & Safety Act and an understanding of health & safety issues relevant to the operation of equipment used for daily activities.
* Experience providing leadership and training to student staff.
* The ability to work evenings and weekends.
* Proficiency in the application of Microsoft Office Suite (Word, Excel).
* Current Standard First Aid and CPR and Police Records Check (inclusive of Vulnerable Sector check).