



## Operations Department Job Description

*Safety | Teamwork | Work Ethic | Motivation | Honesty | Cleanliness*

<b>Job Title</b>	<i>SwimRVA Operations Coordinator - CSAC</i>
<b>Reports to</b>	<i>Director of Operations, Assistant Director of Operations, Operations Manager</i>

### Job Purpose

The SwimRVA Operations Coordinator position exists as a facility and safety leader of daily operations within the Operations Department at SwimRVA. The position is intended to oversee and facilitate a team of professional rescuers, facility and patron safety, general facility maintenance, and as shift supervisor. The Operations Coordinator is a full-time position on AM or PM shift and will be utilized for a rotating Manager on Duty schedule for weekend and event shifts, as needed.

### Duties and Responsibilities

#### Facility Safety

- Ensure safety of all patrons, guests and employees through the facility by properly managing and training the professional rescuer team.
- Maintain awareness of facility safety issues and remedy (or delegate remedy) in priority order.
- Evaluate patron safety on a continuous basis to make staff and equipment adjustments as necessary.
- Maintain efficiency of facility schedule and coordinate pool space and facility flow with all facility users.

#### Employee Management

- Supervise team of professional rescuers to ensure that all daily and weekly duties are satisfactorily performed.
- Manage and participate in professional rescuer rotation and assignment of professional rescuer surveillance stations.
- Assist in conducting on-board and in-service training of employees on a daily basis.
- Assist in enforcing employment rules and policies and document discipline.

#### Facility Flow

- Monitor patrons and groups to make sure they are using the appropriate space.
- Oversee facility formatting and proper lane space for various groups.

#### Acting Duty Officer

- Manage SwimRVA execution of COVID-19 policies as outlined in the SwimRVA Reopening Guide.
- Monitor and adjust safety strategies as needed to ensure the well-being of all guests and employees.
- Address any violations of SwimRVA's safety operations.
- Organize and conduct routine disinfections.

#### Facility Maintenance

- Inspect and carry out regular maintenance that will include, but is not limited to, scrubbing, scraping, cleaning concrete, walls, windows, toilets/urinals, light fixtures and HVAC vents.
- Regular operational checks of pool pumps, filters, strainers and chemical injectors and maintain as needed.
- Daily monitoring of systems (HVAC, pool equipment, lighting, plumbing, etc)

#### Pool Maintenance

- Perform or delegate bi-hourly chemistry checks on all pools and adjust controllers as needed.
- Perform daily full chemistry and equipment checks and manually adjust levels as needed.
- Change, clean and sanitize paper filters (Therapy Pool) and circulation pump strainers (other pools).
- Perform and/or delegate cleaning of SwimRVA Therapy pool as a weekly duty.



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- Cleaning and maintaining all metal, plastic, vinyl and tile components of all pools.

### Reporting

- Keep accurate logs and records of daily and weekly duties, daily and bi-hourly chemistry checks, and daily shift reports.
- Create and verify accurate incident and rescue reports.

### Event Management

- Act as Manager on Duty during weekends on a rotating schedule.
- Setup, breakdown, and clean for competitive and non-competitive events.
- Perform varying porter duties during swim meets that include, but are not limited to, refilling toilet paper, cleaning bathrooms and unclogging drains, collecting and removing trash.
- Lead staff in daily facility format changes to accommodate facility needs and schedule.

### Working Conditions

Some of the conditions will be in auxiliary areas of the building that include pool pump rooms, chemical storage rooms, electrical rooms, and storage areas. The Operations Coordinator should be comfortable working in a variety of locations and be able to safely climb and descend ladders as part of a normal work day.

### Physical Requirements

The Operations Coordinator may need to lift 50 lbs. without assistance and up to 100 lbs. as a team with the use of equipment. This includes the ability to move, lift, carry or push heavy objects on a regular basis. This position also includes standing for long periods of time, repetitive tasks with limited breaks.

### Certification Requirements

- American Red Cross Lifeguarding with CPR/AED and Emergency Oxygen required.
- Current American Red Cross Lifeguard Instructor (LGI) preferred
- CPO/AFO preferred, but not required
- Training available to qualified candidates

### Direct Reports

The Operations Coordinator will directly supervise all professional rescuers (Lifeguards) during their duty shift and will work alongside the Director/ Assistant Director of Operations and Operations Manager.

### Compensation

This is a full-time non-exempt position that offers benefits.

Annual Salary: \$25,000 to \$28,000 dependent upon experience. Hourly wage equivalent: \$11.50 to \$13.50/hr.  
Benefits: Health, Dental, Vision, Life, Short Term Disability, Long Term Disability, Employee Assistance Program, Matching IRA program, and Paid Time-off (3 weeks)