

**CARBON COUNTY SCHOOL DISTRICT ONE**  
**RAWLINS, WYOMING**  
**Aquatic Shift Lead**  
**Job Description**

**JOB TITLE:** **Aquatic Shift Lead**

**REPORTS TO:** **Aquatic Director**

**DEPARTMENT:** **Aquatics Department**

**I. NATURE AND SCOPE OF JOB:**

The Shift Lead's responsibility is to assist the Aquatics Director, and/or Assistant Aquatics Director in maintaining and the operations of Rawlins Aquatic Center Swimming Pools and perform related work.

**II. EXPECTATIONS:**

1. Reflect a positive attitude in accordance with the District Mission.
2. Maintain positive, supportive relationships with district personnel, parents and students.
3. Be responsible for personal attendance and punctuality.
4. Engage in further professional development and any other approved classes.
5. Accept responsibility for the identified job description and continually strive to perform work of the highest quality.
6. Adhere to District policies.
7. Foster emergencies immediately.
8. Take action to address any repairs, equipment updates and any other pool service necessary.
9. Maintain confidentiality in all matters of the District.

**III. JOB FUNCTIONS:**

**A. Essential Functions:**

1. **Maintenance/operation.** Typical duties: operates, repairs, maintains, and cleans mechanical equipment for pool operation including water filtration and chemical feeders, pumps, compressors, seals, vacuum equipment and chlorine metering devices; regulates water temperature and levels; determines and implements preventive maintenance program for pool operation; operates and maintains pool boiler system and participates in major repairs; restarts, reflags, and resets pilot and electrical boiler system and system alarms; insures non-mechanical pool equipment meets code specifications; coordinates walk-through inspections of pool facilities and takes necessary corrective action; oversees shut down for annual and emergency maintenance procedures; monitors building operations and

insures sanitation codes are met; stores toxic chemicals; sanitizes swim decks and acid-washes pool, decks, gutters, and filters; vacuums pool floors; replaces underwater lights.

2. **Safety.** Typical duties: submits water samples for health department testing; tests and maintains pool chemical levels; tests and services safety equipment; administers first aid, CPR and automated external defibrillation (AED) when necessary; complies with health and safety codes. Supervise students as determined necessary for student's safety to maintain a safe environment.
3. **Administrative.** Typical duties; prepares bid specification for contracted work; prepares equipment specifications for purchases and bids; oversees and inspects contracted work; prepares and maintains work requests, facility reports, and pool service and other reports. Manage, supervise and schedule use of District swimming pools. Supervises Lifeguards and Aqua Instructor.

**B. Non-Essential Functions:**

1. Accept other duties as assigned by Aquatic Director which are aligned to District Policy.
2. Other duties as assigned

#### **IV. JOB QUALIFICATIONS:**

**A. Knowledge, Skills and Mental Ability:**

1. Good knowledge of: life, safety, and health codes for public swimming pools; safety procedures for storing, handling, and using toxic chemicals.
2. Possess technological and computer knowledge and skills.
3. Possess ability to problem solve.
4. Ability to plan, organize and direct activities.
5. Ability to respond to needs of all employees in a polite and professional manner.
6. Willingness to swim with children, provide direct instruction.
7. Knowledge of swimming skills at all levels.
8. Ability to contribute to a positive work relationship.
9. Present a professional image always.
10. Ability to comprehend and implement rules, regulations and statutes.

**B. Education, License, Certification or Formal Training:**

1. Possess, at minimum, a high school diploma.
2. Training and/or knowledge necessary for management and maintenance of a pool facility.
3. Hold a valid driver's license and can meet District Insurance qualifications.
4. Complete educational courses and/or requirements to meet highly qualified status and maintain certification requirements of the State.
5. Successfully pass District required trainings annually.
6. Participate in further development of skills, knowledge and aptitude necessary for specific course content.
7. ARC Lifeguard Certification (REQUIRED), ARC CPR/AED (REQUIRED), ARC WSI (REQUIRED), and ARC First Aid Certification (REQUIRED). ARC Lifeguard

Management Certification (PREFERRED – REQUIRED WITHIN 6 MONTHS OF HIRE), CPO (PREFERRED). Two years (MINIMUM) of experience in working in Aquatics Facility (PREFERRED).

**V. EQUIPMENT USED**—to include, but not be limited to:

Hand Tools associated with plumbing; swimming pool mechanical equipment including water intake, outlet and filtration systems; operating a water regulating, filtration, and purification system in a public swimming pool.

Computer, lifeguard equipment, telephone, copy machine, and calculator.

**VI. PHYSICAL DEMANDS**—in working with students directly and indirectly and when delivering instruction to students, the following physical and environmental demands need to be considered:

1. Prolonged sitting or standing.
2. Ability to lift 50 lbs.
3. Ability to tolerate physical demands specifically related to and necessary for moving in and out of pool.

**VII. ENVIRONMENTAL DEMANDS:**

1. Ability to spend most of the time inside with some work outside in cold/hot weather.
2. Ability to tolerate noisy working environments.
3. Able to tolerate environmental demands specifically related to and necessary for job requirements.
4. Ability to tolerate environmental and social demands specifically related to instructing children's swim lessons.
5. Fluctuations of pool chemistry and temperature.

**Nondiscrimination Statement:**

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, disability, political affiliation, religion, or belief in relation to admission, treatment of students, access to programs and activities, or terms and conditions of employment.

Inquiries concerning Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973 or ADA may be referred to the Civil Rights/504/ADA Coordinator, Carbon County School District One, 615 Rodeo, Rawlins, Wyoming 82301, (307) 328-9200; the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, Wyoming 82002-0050, (307) 777-6198; or the Office for Civil Rights, Region VIII, U.S. Department of Education, Federal Office Building, Suite 310, 1244 Speer Blvd., Denver, Colorado 80204-3582, (303) 844-5695, TDD (303) 844-3417.

5/31/95, 6/18/96, 12/12/96, 2/14/06, 03/15/07, 3/24/17, 7/9/18