

Job Description
Carbon County School District One

Shiftlead

The Shift Leads 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.

EXPECTATIONS:

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

JOB FUNCTIONS:

Essential Functions:

- **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.
- **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.
- **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.

Non-Essential Functions:

Accept other duties as assigned by the Aquatic Director which are aligned to District Policy.

Job Requirements: Minimum Qualifications

Physical Demands:

- Ability to react to emergency situations by quick movements, strenuous activity, and on occasion assist or lift persons in distress of varying weights.
- Required to remain alert to dangerous situations while sitting, standing or walking for various lengths of time.

Experience: Job related experience is preferred.

Education (Minimum):

Some High School

Required Testing

None Specified

Certificates and Licenses

Current Red Cross Lifeguard
Certification

Current CPR/First Aid/AED
Certification

Continuing Educ./Training

Participate in further development of skills
knowledge and aptitude necessary for
specific course content.
Maintain Certification

Clearances

Background Clearance

Continuous Nondiscrimination Statement

Carbon County School District #1 does not discriminate on the basis of race, color, religion/religious beliefs, gender, sex, age, national origin, sexual orientation, creed, citizenship status, marital status, political beliefs/affiliation, disability, home language, family, social or cultural background in its programs or activities. Inquiries regarding the District's non-discrimination policies are handled at 615 Rodeo St. Rawlins, Wyoming, 82301 by Tanya Wall, Director of Human Resources and Title IX Coordinator, (307) 328-9200, twall@crb1.net EEO/AA/Vet/Disability Employer