



MAC Recreation District

1195 SE Kemper Way, Madras, OR 97741

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FACILITIES ASSISTANT **Job Description**

Reports to: Facilities and Safety Director

Pay Rate/Status: Starting at \$18.00/hour, FLSA non-exempt, part-time position

General statement of duties: Provide support for the planning, development, and overall mechanical and maintenance operation of the Madras Aquatic Center (MAC). Maintain mechanical operations and facility maintenance to the highest safety and service standards. Does other job-related duties as assigned.

Distinguishing features of the class: An employee in this classification oversees the technical planning, coordination, and mechanical and maintenance operations of the District's facilities. Manages preventive and regular maintenance, on-site initial trouble shooting, and performs technical mechanical repairs and renovation. Work is performed under the general supervision and direction of the Recreation and Aquatics Programs Director.

Examples of Essential Duties Performed

(Illustrative only. Any single position of a class will not necessarily involve all of the duties listed, and many positions will involve duties that are not listed.)

- Operate, maintain, and repair mechanical equipment at the MAC, including, but not limited to; filters, boilers, chlorinators, and pool vacuum cleaners. Perform troubleshooting of equipment and systems. Assess system operations to determine ability to maintain safety and quality standards.
- Identify, schedule, and complete routine maintenance work, including coordination of contractors (if required) . Identify and coordinate scheduling and performance of major mechanical repair or renovations, including work done by outside contractors and suppliers.
- Develop and recommend appropriate maintenance procedures for the MAC; oversee the development and revision of operations and maintenance manuals.
- Ensures that the quality and quantity of work meets district safety and service standards.
- District trainer for Occupational Safety and Health Administration's standards
- Maintain appropriate staff training and technical operations records required by regulatory and licensing agencies; maintain hazardous materials safety books; maintains inventories of materials and supplies related to technical operations and mechanical maintenance.
- Assist in the development of the annual facilities budget; monitor expenditures, make budget projections and estimates as assigned.

- Assist the Program Manager for Facilities Operations and Maintenance in developing specifications for major purchases and projects; make recommendations and participate in making decisions and establishing priorities.
- Contribute technical expertise to the general development and promotion of facility maintenance and operations. Provide knowledge and assessment of new, pool mechanical and maintenance operations trends, energy management, and other new emerging technologies.
- Communicates actively, openly, and effectively with all staff. Participate in making decisions with Program Managers, supervisors, and other staff concerning general facility goals, directions, and operations.
- Work to maximize safe conditions at facilities and programs. Monitor operational activities and technical procedures to emphasize safe, proper, and professional staff performance. Assess environment for risks and corrects potential hazardous conditions. Report all work-related employee incidents and patron incidents.
- Plan, develop, administer, and evaluate specialized technical, safety, mechanical, and maintenance operations training for all Aquatics staff.
- Provide weekend and evening, on-call leadership and operation coverage and direction as needed and assigned.
- Provide expertise for suggesting, reviewing and implementing energy management projects to improve efficiency at the MAC.

Desirable Qualifications

Knowledge: Working knowledge of electrical systems; equipment operations, maintenance, and repairs; occupational hazards and related safety precautions. Considerable communications skills required to coordinate with the District's management team relating to priorities, scheduling of projects and work, and record keeping. Considerable technical knowledge, at a skilled-trade level, of the operation and maintenance of swimming pool filters, boilers, chlorinators, pumps, and other related swimming pool circulation and sanitation equipment and systems. Knowledge of procedures and regulations for handling and storage of hazardous materials. Knowledge of materials and technical operations standards and health codes for swimming pools. Knowledge of technical maintenance of swim center facilities and specialized features including lockers, showers, and floors, water chemistry related to swimming pool operations, and pool water safety practices and precautions. Knowledge of contemporary technological applications for aquatic facility operations, such as, Maintenance Management Systems (MMS), Automated Logic Climate Control Systems, BECSys, and Tracker pool chemical controllers.

Skills: Proficient technological skills including Microsoft Office Suite and the ability to learn new technology. Effective verbal and written communication; maintain appropriate records and prepare accurate reports; exercise good judgment, problem solving and decision making skills; budget management; formulate program goals, programs, and services to meet the needs of the District and community.

Abilities: Identify hazards and unsafe or potentially damaging conditions or operations; analyze, diagnose, and trouble-shoot swim center facility systems and equipment; determine appropriate materials for repair, upgrade, and installation of pool systems; maintain systems to assure compliance with state and county pool and spa sanitation codes and regulations; cooperate with the management team and aquatics staff to coordinate the ongoing and future mechanical and maintenance services of the MAC; assist in planning, organizing, training, and directing the work of others to meet objectives and goals of

mechanical and maintenance operations; communicate effectively, both verbally and in writing; evaluate operations and contribute to the ongoing, progressive development of MAC services and operations; work cooperatively and professionally with other District staff.

Physical Demands Of The Position: While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to move materials weighing less than 30 pounds on a regular basis such as files, books, office equipment, etc., and may minimally require moving materials such as equipment or event supplies weighing up to 50 pounds with proper safety tools. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computers, keyboards, telephones, calculators, and standard office equipment. The duties of this position are performed inside the facility, thus exposure to weather extremes is not likely. Pool and pool area temperature remains around 82-88* F with humidity; however, during summer months the pool area may be warmer. Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed. Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed including weather related schedule adjustment. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal Protective Equipment: As assigned or needed in the field.

Experience And Training: A two-year degree or certification in a relevant field preferred. Four years of experience operating swimming pools or equivalent technical operations experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above-described duties.

Necessary Special Requirements: Possession of or ability to obtain a valid Oregon driver's license with a safe driving record and ability to maintain it. National Pool and Waterpark Lifeguard/CPR license, CPR and first aid certifications, and Certified Pool Operator or Aquatic Facilities Operator certifications or equivalencies. Because this job is considered safety sensitive, a drug screen test will be required prior to employment.

Additional Information

Hours/Shift: Outside of established workweek hours, may work a flexible schedule, including weekends, evenings, meetings, and on-call status as needed including weather related schedule adjustment.

Equal Opportunity Employer
Drug Free Workplace