



JOB INFORMATION

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| Job Code | BA24 |
| Job Description Title | Dir, Aquatics Center |
| Pay Grade | FM15 |
| Range Minimum | \$54,270 |
| 33rd % | \$66,930 |
| Range Midpoint | \$73,260 |
| 67th % | \$79,590 |
| Range Maximum | \$92,260 |
| Exemption Status | Exempt |
| Organizational use restricted to the following divisions | 130 Director Intercollegiate Athletics |
| Approved Date: | 8/13/2024 8:42:13 AM |

JOB FAMILY AND FUNCTION

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|---------------|---------------------------------------|
| Job Family: | Facilities, Maintenance, & Operations |
| Job Function: | Athletics Facilities |

JOB SUMMARY

Directs the operations, maintenance, and programming of the Aquatics Center to provide high quality facilities for competitive, educational, and recreational swimming and diving events.

RESPONSIBILITIES

- Ensures optimum utilization of the facility and the best level of customer service for users. Collaborates with user groups, Intercollegiate Athletics, Academics, and others to establish schedules, set levels of support, and establish policies and procedures.
- Exercises decision-making authority to interpret and enforce University policies related to priorities, customer service levels, and scheduling. Serves as the primary individual accountable for the facility's overall performance and public image.
- Works closely with Auburn University Swimming & Diving coaches and other Athletic Department staff to coordinate event day activities. Organizes staffing for all events to ensure the University's image is positively projected.
- Attracts, promotes, and organizes events, programs, and daily facility usage. Works with Auburn Opelika (AO) Tourism, SEC, NCAA, and Aquatics Organizations representatives to explore potential hosting opportunities. Maintains the facility's website and social media accounts, provides customer service to users, and ensures accurate accounting and collection of facility and rental fees.
- Supervises a staff of administrative, technical, maintenance, and student personnel by selecting, training, motivating, and evaluating to ensure the highest quality service and safety for users.
- Manages financial aspects of the facility, including chargeable labor, materials, and services. Prepares budget recommendations and oversees budget execution, determining priorities for fund expenditures.
- Collaborates with other campus departments to execute contracts, events, facility projects, and student programming.
- Complies with all applicable National Collegiate Athletic Association (NCAA) and Southeastern Conference (SEC) regulations in the performance of job duties.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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|----------------------------|---|
| Supervisory Responsibility | Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions. |
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MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level | Focus of Education | | Years of Experience | Focus of Experience |
|-------------------|-------------------------|-----|---------------------|--|
| Bachelor's Degree | No specific discipline. | and | 5 years of | Experience in facilities maintenance, preferably related to an athletic complex. |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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|--|--|
| Knowledge of facilities operations and maintenance to include buildings and sports venues. | |
| Knowledge of aquatic facilities management, operations, and maintenance. | |
| Working knowledge of Hy-Tek Meet Manager, DiveMeets, and Colorado Timing Systems. | |
| Knowledge of marketing and promotional practices. | |
| Working knowledge of Innosoft Fusion Software. | |

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired | |
|-------------------------|---|------------|------------------|-----|
| | Certified Pool Operator (CPO) | Upon Hire | Required | And |
| | American Red Cross Lifeguard and Lifeguard Instructor (or equivalent) | Upon Hire | Required | |
| | Aquatic Facility Operator (AFO) | | Desired | |
| | American Red Cross Instructor Trainer (or equivalent) | | Desired | |

PHYSICAL DEMANDS & WORKING CONDITIONS

| | |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing | | | X | | | |
| Walking | | | X | | | |
| Sitting | | | | X | | |
| Lifting | X | | | | | |
| Climbing | | X | | | | |
| Stooping/ Kneeling/ Crouching | | | X | | | |
| Reaching | | | | X | | |

PHYSICAL DEMANDS

| Physical Demand | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|----------------------------|-------|--------|--------------|------------|------------|--------|
| Talking | | | | X | | |
| Hearing | | | | X | | |
| Repetitive Motions | | | | X | | |
| Eye/Hand/Foot Coordination | | | | X | | |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Extreme cold | | | X | | |
| Extreme heat | | | X | | |
| Humidity | | | X | | |
| Wet | | | X | | |
| Noise | | | X | | |
| Hazards | | | X | | |
| Temperature Change | | | X | | |
| Atmospheric Conditions | | | X | | |
| Vibration | | | X | | |

Vision Requirements:

Ability to see information in print and/or electronically.