AUBURN
Human Resources

Dir, Aquatics Center

Job Description

JOB INFORMATION

Job Code	BA24
Job Description Title	Dir, Aquatics Center
Pay Grade	FM15
Range Minimum	$55,080
33rd %	$67,930
Range Midpoint	$74,360
67th %	$80,790
Range Maximum	$93,640
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

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

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.

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 to 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

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.