



## LIVERMORE AREA RECREATION AND PARK DISTRICT

### JOB DESCRIPTION

#### JOB TITLE: POOL MAINTENANCE SPECIALIST

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DIVISION: Maintenance  
REPORTS TO: Senior Recreation Supervisor  
DATE ADOPTED: February 8, 2006

CLASSIFICATION CODE: 7462  
FLSA STATUS: Non-exempt

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#### **POSITION SUMMARY:**

Under general supervision, performs a variety of skilled, semi-skilled and routine work in pool maintenance requiring specialized knowledge and skills, including: installation, maintenance, modification and repair work in assigned area of pool equipment, building repair, minor plumbing and electrical repair. Positions in this classification may lead and train persons and direct contractors in work performed relating to pool maintenance.

#### **DISTINGUISHING CHARACTERISTICS:**

This maintenance class is responsible for directing the work of others in addition to performing the full range of maintenance and operational duties. Responsibilities require knowledge of the plumbing field and knowledge of swimming pool chemical treatment and testing. It is distinguished from other maintenance and repair classes by the specific knowledge of swimming pool chemistry, pool equipment installation, maintenance and repair. The incumbent at this level performs duties without close supervision, receiving instruction from the Aquatics Supervisor or assistance from the Senior Recreation Supervisor as new or unusual situations arise, and is fully aware of operating procedures and policies. The incumbent must work well under pressure, meet multiple and sometimes competing deadlines. The incumbent shall at all times, demonstrate cooperative behavior with colleagues, supervisors, and the public.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintains pool chemistry and circulation at proper levels.
2. Responsible for pool heater maintenance and operation.
3. Performs water tests, calibrates automation, and trains designated staff in procedures.
4. Checks pumps and motors.
5. Inspects and maintains chemical feed system; pool fittings, hardware; pool covers; waterslide.
6. Performs monthly facility safety inspections.
7. Handles all pool chemicals safely.
8. Coordinates the maintenance, renovation, construction, and inspection of District swimming pools.
9. Works closely with staff from Parks, Recreation and Maintenance.
10. Establishes and coordinates an annual preventative maintenance program for the District's pool facilities.
11. Provides initial response to calls for service from pool staff, assesses maintenance needs, and takes corrective action or routes a work order to appropriate maintenance team.
12. Serves as a technical advisor on the County Health Department Regulations and requirements for public pools and advises Aquatics Supervisor on required corrections.
13. Participates in the development of the operating and capital improvement budgets and estimates material and labor cost figures for pool operation, construction, and maintenance.
14. Maintains pool plans, technical specifications, and other maintenance or construction history on all pools.

15. Serves as liaison between pool maintenance and pool recreation aquatic staff.
16. Orders supplies, conducts inventories, and maintains purchase records.
17. Maintains aquatic buildings to include general janitorial responsibilities for showers and locker rooms.
18. Maintains aquatic grounds to include general maintenance, trash pickup, deck maintenance, and power washing of buildings as necessary.
19. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Employees in this position will typically perform the majority of their duties and responsibilities in an outdoor environment and be exposed to varying climatic conditions. Employees may perform work alone or as part of a team; be subject to callout, or work a varying work week. Employees may be exposed to: varying noise levels; dust, fumes, and hazardous chemicals found in a pool treatment process. Employees may perform work on slippery or uneven surfaces, on ladders or scaffolding, and equipment with moving parts. Employees will be required to wear a uniform and appropriate safety apparel and equipment.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The position requires strength and mobility to operate hand and power tools, mobility to drive a motor vehicle to various pool sites; stamina to perform sustained physical labor including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 70 pounds with proper equipment. Employees are required to perform tasks requiring a relatively high degree of physical strength and endurance, reach above and below waist level, have bodily movement adequate to climb, stoop, kneel, crawl, crouch, communicate clearly in person, by telephone and by radio, have vision adequate to read fine print and have manual dexterity to safely use equipment and tools. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **MINIMUM QUALIFICATION REQUIREMENTS:**

**Education:** High School graduate or equivalent.

**Experience:** Five (5) years of recent paid experience in Pool Maintenance; or an acceptable combination of education, experience or training as determined by the District.

### **KNOWLEDGE, SKILLS, ABILITIES:**

#### ***Knowledge of:***

- Operation, repair and maintenance of swimming pools, equipment, and facilities;
- Hazards and safety precautions applicable to pool maintenance;
- Chemical water treatment systems and pool water testing;
- Current pool maintenance codes and regulations.

#### ***Ability to:***

- Work with chemicals or similar solutions such as liquid chlorine, muriatic acid, and soda ash using personal protective equipment;
- Perceive the full range of the color spectrum, such as when working with electrical wires or water testing color comparators;
- Communicate effectively and concisely, both orally and in writing;
- Establish and maintain effective working relationships with District staff, contractors, citizen groups and the public;
- Operate a computer and application software for maintenance and project management programs;

- Work safely without presenting a direct threat to self or others;
- Climb ladders or steps, such as getting onto roofs and into sump pits;
- Work in a variety of weather conditions with exposure to outdoor elements;
- Move objects weighing 50 pounds or more long distances (more than 20 feet);
- Operate power driving construction tools and equipment.

**LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:**

Possession of a Certified Pool Operator Certification (CPO) or an Aquatic Facility Operator (AFO) and possession and maintenance of Adult CPR certification within 6 month of hire.