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<b>Position:</b>	Pool Maintenance Coordinator	<b>FLSA:</b>	Non-exempt
<b>Department/Site:</b>	Plant Operations/Maintenance	<b>Salary Grade:</b>	21
<b>Reports to/Evaluated by:</b>	Manager of Maintenance	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Performs a variety of maintenance and logistics in the leadership over, operation and maintenance of, the District’s Olympic Swim Complex and other pools.

**DISTINGUISHING CAREER FEATURES**

The Pool Maintenance Coordinator is the senior position in a multi-tiered career path. The Coordinator serves as a skill leader among the other positions who serve at the swim complex and other pool sites. Advancement to the Pool Maintenance Coordinator is based on need, compliance with the stated qualifications, and the demonstrated ability to work cooperatively with coaches, staff, and the public who use the facilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Coordinates with coaches and other staff to learn about special events. Sets up calendars that specify the nature of event or activity and type of support needed.
- Performs routine maintenance of filters, pumps, heaters, and other mechanical equipment related to operation of swimming pool according to established schedules. Controls operation of circulating pumps. Backwashes filters.
- Makes routine plumbing, fixture, and electrical repairs, referring major system needs to others. Cleans and repairs drains, sometimes requiring the need to dive and perform underwater maintenance.
- Washes, scrubs, and disinfects pool area. Cleans and polishes metal work such as pool door panes, hand railings, tile, diving boards, starting blocks, and other accessories.
- Maintains and makes repairs to equipment used in the course of work. Sets up, maintains, repairs, and operates electronic scoring and timing devices. Operates manual scoreboard.
- Trains Pool Maintenance Workers in areas such as, but not limited to, water testing and chemistry, safety, and cleanliness. Inspects and provide assistance for maintaining all District pools. Conducts training that leads to Workers earning certifications.
- Tests swimming pool water on a regular schedule for chlorine and pH count. Adds chemicals or adjusts chlorine supply to bring water to predetermined standards of purity and alkalinity. Disconnects empty chlorine cylinders and connects full cylinders.

- Brushes and vacuums pool keeping debris, bacterial growth, and marks off of floor and walls. Uses scuba diving equipment and scrubbing gear in the removal of algae from pool surfaces according to established procedures and guidelines.
- Maintains cleanliness of pool areas including pool decks, diving tower, chlorine and mechanical room, storage room, and surrounding areas. Picks up paper and other refuse on grounds. Sweeps walks, entrances, and pool area. Empties and cleans waste containers. Maintains drinking fountains in pool area in a sanitary condition.
- Maintains daily pool records as required for Health Department. Reports safety and fire hazards.
- Prepares pool for special events including raising and lowering water level, raising diving boards, stringing lane lines, and installing other special equipment. Oversees and provides assistance and advice for special events.
- Ensures that the pool environs are safe for general use. If situations arise that may impair events and activities or otherwise pose safety risks, notifies others and suggests alternatives or recommends cancellation or rescheduling.
- Initiates requisitions for supplies, tools, and other materials needed to maintain the pools.
- Secures the pool environment by checking and locking doors, windows, and gates. May perform some grounds maintenance to enhance beautification of the pool grounds.
- Provides input to budget planning by analyzing schedules and events for upcoming years, proposing equipment refurbishing, replacement, or upgrade, and estimating supply needs based on historic trends.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires a thorough knowledge of the theory, practices and principles associated with maintenance, operation and upkeep of swimming pools and pool complexes. Requires a thorough understanding of the principles and practices of swimming pool water chemistry and testing. Requires a thorough understanding of pool cleaning techniques including disinfecting and algae control and removal. Must be skilled in operation of SCUBA diving equipment. Requires basic understanding of facility maintenance, common electrical and plumbing repair techniques, and safety precautions. Requires working knowledge of Federal, State and local laws, codes and regulations relating to pool maintenance, operation, and safety. Requires sufficient math skills to compute portions and weights. Requires sufficient human relation skills to train other operators, exercise patience in working with customers, and portray a positive image of the District.

**Abilities:** Must be able to perform all of the essential duties of the position at a journey level. Must be able to interpret and explain District swimming pool policies, procedures, rules and regulations to other pool maintenance staff and users. Must be able to perform duties with a focus on safety. Requires the ability to provide leadership and direction to lower rated staff, including providing input in hiring and evaluation decisions. Requires the ability to plan and prioritize work in order to meet demanding schedules for use of facilities. Must be able to keep complex technical reports and records to a standard acceptable to regulatory agencies. Working environment requires underwater work with use of SCUBA equipment. Requires general arm, leg, body coordination and dexterity necessary for swimming. Requires walking, standing, bending and stooping, lifting and pulling. Requires visual acuity including depth perception.

**Physical Abilities:** Requires the ability perform work of an active nature. Requires the ability to stand and walk for sustained periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient full body coordination to swim underwater. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in varying temperature and humidity conditions. Requires the ability to obtain a Pool Operator Instructor Certificate.

**Education and Experience:** The position requires a High School diploma or equivalent plus specialized training in pool maintenance and 5 years increasingly responsible experience in swimming pool maintenance, operations, scheduling, and training and/or leadership over others.

**Licenses and Certificates:** Requires a valid driver's license. Requires valid Red Cross First Aid and CPR certificates. Requires valid SCUBA Diver certificate.

**Working Conditions:** Work is performed indoors and outdoors in varying weather and humidity conditions where significant safety considerations exist from, unstable or slippery surfaces and full-body physical labor and handling of medium-to-heavy weight materials.