



Office of Human Resources  
Pool Maintenance Technician - CJ2578  
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### General Statement of Duties

Performs semi-skilled work in maintaining, repairing, and replacing mechanical, chemical, or hardware in the operation of swimming/therapy pools.

### Distinguishing Characteristics

The Pool Maintenance Technician performs standard performance, semi-skilled trades work in the operation of swimming/therapy pools while the Facility Maintenance Technician performs full performance, journey level work in one trades area and standard performance, semi-skilled trades work in a variety of trades areas for the purpose of construction, maintenance, repair and/or installation of equipment and/or facilities. The Pool Maintenance Technician is a health and safety related position.

### Level of Supervision Exercised

Performs lead work over pool personnel.

### Essential Duties

Inspects pools and maintains operation of pumps, motors, filters, computerized electronic controls, plumbing and pool equipment.

Handles hazardous chemicals such as chlorine, bromine, muriatic acid, caustic soda and test kit materials for pool set ups.

Utilizes electrical testing devices and checks switches and wiring for grounds, shorts or loose connections.

Reviews construction blueprints and wiring diagrams/schematic for mechanical and electrical equipment.

Prepares outdoor pools and pool buildings for summer operation and winter shut down.

Determines own work schedule as it applies to priority of work that needs to be completed and resolves problems encountered.

Repairs and replaces defective electrical parts such as wiring, fuses, outlets, switches, breakers, and sensors.

Identifies problems and reports work requiring skilled trades workers

Oversees and trains pool staff in regard to mechanical and chemical operation of pools.

Coordinates activities of contractors hired for pool projects.

Provides information on site designs to architects, engineers; pool consultants and contractors as required.

Maintains records and prepares reports.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs or tables; applies what is learned from written material to specific situations.

Self Management - Sets well-defined and realistic personal goals; displays a high level of initiative effort, and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Technical Problem Solving – Troubleshoots, diagnoses, analyzes, and identifies systems malfunctions to determine the source and cause of the problem.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of standard practices, methods, materials, and tools used in construction, maintenance and repair work sufficient to be able to independently perform semi-skilled maintenance and repair trades work involving a variety of trades areas.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of pool maintenance sufficient to be able to prepare and maintain pools all year round.

Skill in operating hand and power tools and equipment common to several maintenance and repair trades.

Skill in maintaining and organizing files, records and documents.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Two (2) years of experience performing a variety of duties requiring construction, mechanical, chemical and building maintenance skills.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

### **Licensure & Certification**

This job requires driving. Requires a valid Driver's License at the time of application.

Possession of a Certified Pool Operator Certificate at the time of application.

Licenses and certifications must be kept current as a condition of employment.

### Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Potential exposure to hazardous/toxic chemicals.

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Noise: sufficient noise to cause distraction or possible hearing loss.

Pressure due to multiple calls and inquiries

Subject to long irregular hours.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to: vibrations and strain on the body to cause bodily harm if endured daily.

Wet: frequent contact with water or other liquid.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

Accommodation: ability to adjust vision to bring objects into focus.

### Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** J-616

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**