



POOL MAINTENANCE SPECIALIST

SUMMARY

Under direction, performs a variety of semi-skilled and skilled tasks for the District's pool maintenance program; ensures aquatics facilities are available for use and consistently maintained in a safe and clean condition; serves as first level responder for pool service related issues; maintains aquatics buildings and grounds; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff.

DISTINGUISHING CHARACTERISTICS

This is the journey-level classification responsible for performing the full range of aquatics facility maintenance. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs a variety of semi-skilled and skilled tasks for the aquatics maintenance program, requiring proficiency in pool related plumbing, maintenance, chemical treatment, and water testing; ensures aquatics facilities are available for use and consistently maintained in a safe and clean condition.
2. Ensures that pool systems operate in accordance with mandated requirements; areas of responsibility include, but are not limited to, pool heaters, pumps, motors, chlorination equipment, chemical feed system, storage tanks, and pool fittings and valves; calibrates equipment as needed.
3. Provides initial response to calls for service from aquatics staff; assesses maintenance needs and takes corrective action or initiates work orders for appropriate support and ensures timely completion.
4. Monitors inventory, orders supplies, and maintains purchase records within authorized budget.
5. Maintains records of pool testing results and actions/adjustments taken; documents general maintenance activities.
6. Assists with the coordination of renovation and construction of aquatics facilities; maintains pool plans, technical specifications, and other maintenance or construction history on aquatics facilities.
7. Serves as a technical advisor regarding Alameda County Health Department regulations and requirements for public pools and recommends corrections to higher-level supervisory staff.
8. Assists with the development of the operating and capital improvement budgets; estimates material and labor cost figures for pool operation, construction, and maintenance.
9. Performs custodial tasks within aquatics facilities and grounds.
10. Assists with District special events as needed.
11. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience:

- High School Diploma or GED;
AND
- Five years of relevant aquatics facility maintenance experience.
OR
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

Knowledge of:



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- Methods and techniques used in the operation, repair, and maintenance of swimming pools, equipment, and facilities.
- Operational characteristics of pool equipment such as pumps, motors, chemical feeders, and related apparatus.
- Principles and practices of pool water testing and proper chemical water treatments.
- Principles and practices of recordkeeping, cleaning and building maintenance.
- Principles and practices for providing high level of customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications.

Ability to:

- Perform the full range of semi-skilled and skilled aquatics facility maintenance.
- Provide proper maintenance and inspections of aquatics facilities and equipment as required by regulations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures.
- Safely operate power driven construction tools and equipment.
- Ensure the safety of patrons, colleagues, and self in the performance of duties.
- Perform basic custodial duties in the aquatics facilities.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills, and establish, maintain, and foster positive and effective working relationships.
- Maintain records and files on work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.

Licenses and Certifications:

- At time of appointment and maintained throughout employment possession of:
 - California Driver's License, with a satisfactory driving record,
 - Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO),
 - American Red Cross First Aid, CPR, and AED certification.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment and office environment; vision to read printed materials and a computer screen and distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify or resolve pool maintenance problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, climb and descend ladders, operate hand tools, and inspect pool work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance from other staff and/or the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Incumbents work outdoors in a pool environment with wet and slippery conditions, and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

WORKING CONDITIONS

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.



Livermore Area
Recreation and Park District
An independent special district

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CLASSIFICATION DETAILS/HISTORY

Date Adopted:

Job Code: 7462L

FLSA Status: Non-Exempt

Reviewed: 9/19/2023