



## Job Description

**POSITION CODE:** 666  
**Classified Group:** CSEA  
**Salary Range:** 26  
**Work Days:** 261  
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**POSITION TITLE:** Lead Pool Maintenance Mechanic

**DEFINITION:** Under general supervision, performs general cleaning and sanitation of district pools and performs mechanical repair tasks such as the installing, rebuilding, and repairing of pumps, seals, bearings, timers, relays, automated chemical feed systems, chlorinating equipment, skimmers, and related items. This is the working lead level.

**DIRECTLY RESPONSIBLE TO:** Supervisor, Mechanical Maintenance

**SUPERVISION OVER:** N/A

**DUTIES AND RESPONSIBILITIES:** (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Establishes priorities for the shop; plans, assigns, inspects, and directs the work of district Pool Maintenance Mechanics.
2. Conducts on-site surveys of work to be performed.
3. Computes time and material costs by estimating labor hours and ordering materials by telephone, fax, or online.
4. Coordinates with other shops and departments to complete work.
5. Ensures safety precautions are observed.
6. Inspects pool equipment including motors, pumps, heaters, chlorinator, and timer to ensure safe and economical operation.
7. Cleans pool and decking.
8. Inspects, trouble-shoots, repairs, rebuilds, and/or replaces pumps, motors, timers, relays, skimmers, bearings, valves, filters, and seals using equipment such as an ohm meter, voltage tester, power snake, tap and die set, micrometer, and other related equipment.
9. Repairs or replaces shaft packings.
10. Cleans filters and replaces filter medium as needed.
11. Tests pool water for proper chemical balance and mixes; measures and adds chemicals as appropriate.
12. Installs pool signs.
13. Operates equipment such as gas mask, vacuum, pressure gauges, jackhammer, tube cutters, air compressors, air hammer, gas powered pumps, water monitoring systems, portable vacuums, other related hand and power tools, and custodial cleaning supplies.
14. Drives a truck to various locations, maintains written records of pool maintenance and water chemistry.
15. Orders and transports chemicals and other materials and supplies.
16. Assists other shops as needed for pool repair.
17. Repairs PVC and miscellaneous piping.
18. Inspects and makes minor repairs to pool decking and tiles.
19. Initiates, modifies, and closes work orders in automated system.
20. Makes minor repairs to skimmers, chemical feeders, and chlorinating equipment (i.e., O-rings and seals).
21. Paints pool machinery and equipment as required.
22. May perform related general custodial work in pool area.
23. Performs related work as required.

## **QUALIFICATIONS:**

### Education and Experience:

Previous paid experience in maintaining and cleaning swimming pools.

### Licenses and Certificates:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license
- Must possess or attain a Certified Pool/Spa Operator (CPO) certificate within 12 months of employment

### Knowledge, Skills, and Abilities:

- Knowledge of standard practices, methods, materials, tools, equipment, hazards, and safety precautions related to swimming pools and related equipment
- Knowledge of general operation of hand and power tools.
- Knowledge of preventive maintenance procedures and mechanical repair of electrical motors, pumps, filters, heaters, chlorinators, and related pool equipment
- Knowledge and skill in use of computers and assorted software programs
- Ability to operate, clean, and maintain pools and related equipment in accordance with prescribed standards
- Ability to wear and properly fit a gas mask
- Ability to swim
- Ability to develop and maintain record keeping systems
- Ability to read and understand operating manuals, test equipment instructions and related items
- Ability to learn and apply the provisions of California Administrative Code, Title 22, Chapter 20, Public Swimming Pools
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, students, and the community
- Ability to maintain consistent, punctual and regular attendance

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor and outdoor work environment
- Seasonal hot/cold weather
- Wet or humid conditions
- Loud noise from equipment
- Drive a vehicle to conduct work

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Move about schools and facilities to conduct work, including crawling, bending, stretching, stooping, kneeling, crouching and remaining in a stationary position for long periods of time
- Transport, move, and lift large objects weighing up to 100 pounds
- Accurately distinguish colors
- Inspect documents and other written materials with fine print
- Operate tools and equipment requiring repetitive hand movement and fine coordination
- Communicate to exchange information in person, with small groups, and/or on the telephone

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Hazards:

- Work near moving mechanical parts
- Exposure to fumes, airborne particles, and toxic or caustic chemicals

Other Characteristics:

- Willingness to respond to emergency calls at night and/or on weekends

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/9/2017  
Adopted: 10/8/1985  
Revised: 3/17/1995  
Revised: 12/20/2016