

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	Maintenance Specialist II - Pool Specialist	FLSA:	Non-exempt
DEPARTMENT/SITE:	Maintenance & Operations	SALARY GRADE:	12
REPORTS TO:	Director of Maintenance & Operations		

OVERALL OBJECTIVE AND SUMMARY

Provides a variety of semi-and-skilled work in the maintenance, alteration and repair of facilities and buildings. Works primarily in a single area of specialization (locksmith, painter, roofing, masonry, carpentry, welding for example), yet is fully qualified and capable of performing related work at this level of skill and assisting others in higher classifications (advanced carpentry, wastewater treatment, electrical, plumbing, etc.).

DISTINGUISHING CHARACTERISTICS

This is the second level in a multiskilled Maintenance Specialist series, requiring general experience in one area of specialization and additional skills and abilities in related areas. Advancement to Maintenance Specialist III is possible in the electrical, advanced carpentry, and plumbing areas providing the incumbent is licensed (or carries similar credentials) to perform that level of work.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs some or all of the following independently or in participation with a Maintenance Specialist III or higher, depending on the area of assignment and the ability of the employee.

- Participates in inspections and performs repairs and maintenance to facilities and buildings of the District.
- Performs basic painting and varnishing duties. Paints walls, doors, rooms, buildings, parking lots, and other surfaces as required. Uses spray equipment or brushes. Prepares and finishes various surfaces. Prepares surfaces by water blasting, scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls. Applies paint, varnish, and other protective and decorative finishes in a manner that reflects senior level skill and ability.
- Performs or may assist in performing urgent plumbing repairs, as appropriate. The Maintenance Specialist II - Pool Specialist will also assist the Maintenance Specialist III - Plumber in inspecting, maintaining, and repairing complete plumbing systems, including fluid flows (e.g., natural gas) in addition to water and sewage.
- Ensure proper water levels.
- Clean debris from water and skimmers.
- Replace pump basket as needed.
- Regularly inspects pool deck for safety concerns.
- Participate in annual inspection meetings with city and/or state inspectors, and insurance providers.
- Performs a variety of general carpentry duties. Under the guidance of a Maintenance Specialist III - Carpenter, constructs, fabricates, installs, repairs or replaces doors, walls, signs, desks,

counters, shelves, shelf units, computer tables, chairs, benches, tables, sheds, scaffolds, forms, frames, window frames, fences, and stairways. Participates in the construction of temporary and permanent buildings and structures.

- Inspects roofs. Repairs roof leaks and potential roof leaks. Performs preventive maintenance of roofs.
- Performs a variety of masonry duties including repair of masonry walls, screens, retaining walls, benches, edgings, and facings.
- May participate in projects such as wiring lines between and within structures.
- Maintains required records and makes reports, including reports on work completed and materials used.
- Performs basic preventive maintenance servicing on air conditioning and heating systems. Changes filters. Under the guidance of a Maintenance Specialist III - HVAC, greases and oils bearings, motors, and compressors per specifications and Standing procedures.
- Performs basic electrical servicing such as changing lights, outlets, and switches, following established procedures.
- Operates and performs minor maintenance of light equipment including light tractors, forklift and other labor saving devices.
- 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.
- Tests swimming pool water on a regular schedule for chlorine and pH count. Maintains proper chemical levels. Orders all materials related to maintaining pool(s), such as chlorine, acid, etc.
- Performs related duties as required to accomplish the requirements of the position. May perform the duties of Maintenance Specialist I on an intermittent basis depending on need.

QUALIFICATIONS

Knowledge and Skills:

- Requires a working knowledge of the principles, practices, methods, techniques, materials, tools, equipment, layouts, and setups used in the incumbent's area of specialization.
- Requires a working knowledge of the uses and purposes of general maintenance, hand and power tools, and equipment. Must be thoroughly familiar with safety orders of the Industrial Accident Commission related to area of specialty.
- Requires sufficient communications skills to convey information to coworkers and contractors.
- Requires a working knowledge of the practices and procedures associated with maintenance, operations and upkeep of swimming pools.
- Requires a working knowledge of swimming pool water chemistry and the procedures and methods for testing.
- Requires working knowledge of pool cleaning techniques including disinfecting and algae control and removal.
- Requires working knowledge of Federal, State and local laws, codes and regulations relating to pool maintenance, operation, and safety.

Ability to:

- Requires the ability to perform the essential duties in the area of specialization at the journey level with minimal supervision. Must be able to use and maintain all of the tools, equipment, vehicles used during routine performance of duties.
- Requires the ability to organize and guide others in projects within the incumbent's area of specialization.
- Requires the ability and initiative to independently develop methods and techniques in the interest of effectiveness and efficiency. Must be able to read and understand schematic drawings.
- Must be able to understand and follow oral and written instructions, maintain work order records, interpret plans and specifications found in area of specialization.
- Must be able to obtain cooperation of and maintain harmonious relations with the employees in other departments contacted during routine performance of duties.
- May require the ability to work variable schedules and travel to various sites to complete projects and support special events.
- Requires the ability to maintain pool chemistry and conditions in compliance with regulations and policies.
- Ability to compute portions and weights relevant to the position.

PHYSICAL ABILITIES**This position requires:**

- Requires the ability to stand for extended periods of time.
- Walk up to 400 yards, and manipulate (lift, carry, move) light to medium weights of up to 50 pounds on a regular basis.
- Pushing, pulling, and guiding materials over 50 pounds on an intermittent basis.
- Climbs (e.g. ladders), stoops, kneels, and crouches on a regular basis.
- Requires sufficient hand eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical and safety information.

EDUCATION AND EXPERIENCE

The position requires a High School diploma or equivalent plus special training in one or more of the building trades (general carpentry, painting, masonry, locksmith, or roofing). Two years experience at the journey level in at least one area of specialization is preferred.

LICENSES AND CERTIFICATES

- Requires a valid driver's license.
- Certified Pool and Spa Operator Certification (CPO)