Lake Elsinore Unified School District
Board Approved December 8, 2016

JOB DESCRIPTION

JOB TITLE: Maintenance Specialist-Pool Technician

JOB FAMILY: Maintenance & Operations

SALARY RANGE: 45

Job Purpose Statement/s: The Maintenance Specialist – Pool Technician is a specialized tradesperson who performs a variety of maintenance, repair and logistics support over operation and maintenance of district swimming complexes, other pools, and associated spectator/grounds areas.

Representative Duties: Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Essential Job Functions: The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Makes routine and emergency repairs and adjustments to school buildings and facilities.
2. Makes minor installation of hardware.
3. Cuts, threads, assembles, and lays piping.
4. 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. Trains and advises coaches, volunteers, and officials in use of pool equipment and systems, electronic scoring and timing devices.
5. 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.
6. Makes routine plumbing and fixture repairs, referring major system needs to others. Cleans and repairs drains, sometimes requiring the need to dive and perform underwater maintenance.
7. Washes, scrubs, and disinfects pool area. Cleans and polishes metal work such as pool door panels, hand railings, tile, diving boards, starting blocks, and other accessories. Maintains cleanliness of pool areas including pool decks, diving tower, chlorine and mechanical room, storage room, and surrounding areas.
8. Maintains and makes repairs to equipment used in the course of work. Sets up, maintains and repairs electronic scoring and timing devices.
9. 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.
10. Brushes and vacuums pool keeping debris, bacterial growth, and marks off of floor and walls. Uses appropriate equipment and scrubbing gear in the removal of algae from pool surfaces according to established procedures and guidelines.
11. Maintains daily pool records as required by Health Department. Reports safety and fire hazards.
12. 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 advise for special events.

13. Ensures that the pool environments 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.
14. Initiates requisitions for supplies, tools, and other materials needed to maintain the pools.
15. Secures the pool environment by checking and locking doors, windows, and gates. May perform some grounds maintenance to enhance the beautification of the pool grounds.
16. Cross-trains department co-workers as assigned for backup.
17. Maintains the confidentiality and security of sensitive information.
18. Performs other duties as assigned to support the overall objective of the position.

Job Requirements - Qualifications:

- ***Education and Experience Required***: High school diploma or equivalent plus specialized training in pool maintenance, and three (3) years increasingly responsible experience in swimming pool maintenance, operations, scheduling and pool training.

- **Knowledge and/or Abilities Required:**
  ***Ability* to:**

  - Sufficient writing skills to document maintenance activity.
  - Ability to keep complex technical reports/records to a standard acceptable to regulatory agencies.
  - Sufficient math skills to compute portions and weights.
  - Ability to communicate and work productively and cooperatively with diverse groups within and outside the school, and exercise patience when dealing with internal and external customers in a manner that reflects positively on the organization.
  - Ability to interpret and explain District swimming pool policies, procedures, rules and regulations to other staff, students, and other users.
  - Ability to perform duties with a focus on safety.
  - Ability to maintain pool chemistry and conditions in compliance with regulations and policies.
  - Ability to plan and prioritize work in order to meet demanding schedules for use of facilities.
  - Ability to work varying shifts.

  Knowledge of:

  - Common methods, tools, and equipment used in large municipal pool maintenance and in general maintenance work; systems and methods used to control chemicals in pool water, cleaning and filtering pool water, heating pool water and all related equipment used in swimming pool operation and tools and equipment used in general building maintenance work.
  - Working knowledge of the practices and procedures associated with maintenance, operation and upkeep of swimming pools and pool complexes.
  - Working knowledge of swimming pool water chemistry and the procedures and methods for testing.
  - Working knowledge of pool cleaning techniques including disinfecting and algae control and removal.
  - Basic understanding of facility maintenance, common plumbing repair techniques, and safety precautions.
  - Working knowledge of Federal, State and local laws, codes and regulations relating to pool maintenance, operation, and safety.

LICENSES REQUIRED: Must possess and maintain a valid California Driver's license and remain insurable at the District's standard insurance market rate. Current DMV report.

Certifications, Bonding, and/or Testing Required: Possess and maintain Aquatic Facility Operator (AFO); may be obtained within six (6) months of employment. CPR/First Aid Certifications. Criminal Justice Fingerprint Clearance, negative pre-employment drug screen test and negative TB test results. Successful completion of District Proficiency Test.

WORKING CONDITIONS:

Environment:

- Outside environment.
- Subject to adverse weather conditions.
- Driving a vehicle to conduct work.
- Subject to noise from equipment and tools.
- Exposure to solvents, toxic agents, chemicals, gases, electrical currents.
- Various surfaces including slippery or uneven surfaces and rough terrain.
- Regular exposure to heat, cold, dust, water, mud, odors, chemicals, pollen and dirt.
- Ability to work around plants, shrubs and ground covers.

Physical Abilities:

Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.

Able to sit, stand, stoop, kneel bend, and walk for sustained periods of time.

Able to sustain strenuous manual labor for four (4) to six (6) hours.

Able to work in a wide range of temperatures and weather conditions.

Able to operate a variety of powered industrial vehicles, equipment, and tools associated with the position.

Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.

Able to demonstrate manual dexterity necessary to operate tools and equipment in a safe and effective manner.

Able to work with and around the materials, chemicals, and equipment common to the swimming pool and maintenance industry.

Physical Abilities (continued):

Able to operate a motor vehicle in a safe and effective manner.

Possess physical strength and stamina to do strenuous work.

Heavy work involving lifting, carry (up to 50 pounds), pushing and/or pulling of objects (up to 100 pounds).

Standing for extended periods of time.

Physical dexterity in limbs and fingers to operate equipment and to perform strenuous manual labor.

Bending, grasping, stooping and kneeling.

Walking over rough, uneven surfaces.

Digging.

Seeing to perform work.

Hearing and speaking to exchange information in person and on the phone.

Hazards:

- Working with machinery having moving parts.
- Exposure to pollen, chemicals, fumes, pesticides and herbicides, gasoline and motor oil.
- Standing and walking for extended periods of time.