

**JOB DESCRIPTION**

**AQUATIC CENTER MAINTENANCE MANAGER**

**POSITION SUMMARY**

Responsible for managing the operation of the City swimming pool facilities. Supervises and evaluates staff in pool operation during the Manager’s absence. Prepares work schedules and assigns personnel to duty stations, observes pool attendance, and adds or shifts Lifeguards/Maintenance workers to ensure proper coverage. Checks pool water for proper temperature and purity, and makes or requests changes in chemical additives; sweeping pool decking; removing debris from the pool and adjoining areas. Tests and maintains pool chemical levels; tests and services safety equipment; maintains and uses protective equipment such as provided self-contained breathing apparatus; administers first aid and CPR when necessary; and complies with health and safety codes. Assists and maintains routine pump room duties and monitors and maintains pool filtration system. Performs pump room duties, including backwash, handling and installation of chemicals as necessary. Monitors pool water chemistry through testing of water samples. Adjusts chemicals as needed to maintain standards. Monitors staff performance. Maintains records; prepares reports on pool activities and operation; directs the cleaning, general operation, and maintenance of pool facilities. Responsible for sanitation and cleanliness of grounds and facility including but not limited to the lawn/grass, pump house, bath house and restrooms, pool and decks, and mechanical equipment.

**DUTIES AND RESPONSIBILITIES**

* Communication:
	+ Requisitions supplies and equipment for the facility.
	+ Assure the safe and efficient operation of the pool including compliance with all state statutes and health department regulations.
	+ Notifies Recreation Superintendent or Director (in the event the superintendent is not able to be contacted/available) in cases of lightening, break-ins, accidents, chlorine leaks or chemical problems, or any other questionable situation.
	+ Maintains daily records, including incident and accident reports, water quality, and maintenance.

**DUTIES AND RESPONSIBILITIES continued**

* + Maintains a record of pool maintenance.
	+ Secures adequate custodial and maintenance services to provide clean, well- functioning equipment and facilities and maintain a pool environment that is clean, pleasant and focuses on service to customers.
	+ Monitors the use of the swimming pool and enforces safety issues.
	+ Conduct self in a positive, professional manner at all times.
* Manual/Physical:
	+ Adjusts pool chemical and filter equipment.
	+ Performs maintenance tasks which include: moving 50-pound high-pressure hoses around the perimeter of the pool to wash the deck and furniture, scrubbing bathrooms and pool tile, and sweeping floors.
	+ Inspects pool equipment including diving boards, flume and mammoth slides, youth frog slide, ADA chair lift and any other equipment assigned or required.
	+ Operates, repairs, maintains and cleans mechanical equipment for pool operation including water filtration and chemical purification systems, intake and outlet valves, chemical feeders, pumps, compressors, seals, vacuum equipment, and chlorine metering devices; regulates water temperature and levels; determines and implements preventative maintenance program for pool operation.
	+ Handles chemicals such as chlorine, sulfuric acid, and muriatic acid.
	+ Insures non-mechanical pool equipment meets code specifications.
	+ Coordinates walk-through inspections of pool facilities and takes necessary corrective action.
	+ Oversees and conducts start up and shutdown procedures for annual and emergency maintenance procedures.
	+ Monitors building operations and insures sanitation codes are met.
	+ Performs all water tests and filters and adds necessary chemicals to ensure properly balanced, sanitized water quality.
	+ Begins, oversees and finishes all vacuum procedures, sanitizing swim decks, and acid-washes pool, decks, gutters and filters.
	+ Completes daily and monthly maintenance reports.
	+ Uses small hand tools for minor pool maintenance and plumbing work, safety and rescue equipment, cash register, pool testing equipment, telephone, computer, pool vacuum, timing system, janitorial equipment including brooms, mops, squeegees, and plungers, motor vehicle.
	+ Assists in any special events or programs for the public.
	+ Responsible for the approval and verification of employee time cards.
	+ If possible, obtains license for operation of pool chemicals and filtration system.
	+ Operates a motor vehicle requiring a standard Kansas Driver’s License to attend off-site meetings and deliver/transfer equipment, supplies and facilities deposits.
	+ Secures locks on fences and buildings at closing.
	+ Plans and organizes workload of staff.
	+ Other duties as assigned.

**DUTIES AND RESPONSIBILITIES continued**

* Mental:
	+ Assumes direct responsibility for the maintenance and operation of the lighting, filtration, purification, and overall safety of the facility.
	+ The ability to work independently
	+ A professional and patient demeanor.
	+ Exceptional communication and diplomacy skills

**POSITION COMPETENCIES**

* Knowledge of:
	+ Operation and maintenance of pool chemicals and filtration system;
	+ health and safety standards and practices, which relate to the operation of public pools;
	+ state statutes and health department regulations;
	+ and recordkeeping methods and procedures.
* Ability to work independently within the established policies and procedures of the division; and supervise daily maintenance of pool.
* Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.

**EDUCATION**

* High school diploma or equivalent
* Considerable experience in managing public swimming pools and activities, preferred
* Strong knowledge and experience with pool chemicals and filtration systems preferred
* Current Red Cross CPR, AED and First Aid or similar Certification required; copy to be provided by start of season
* Must possess a valid Kansas Driver’s License by hire date
* Aquatic Facility Operator certification preferred, but not required

**WORK REQUIREMENTS**

Works outside in typically 70-90+ degree temperatures and on occasion 100+ degree temperatures (May through August) during an eight-hour day. The maintenance manager is exposed to outdoor weather conditions and the wet atmosphere of the water as well as humid conditions. Exposure to toxic or caustic chemicals. Must be able to complete and pass job specific respirator testing. Being physically agile to handle duties is very important for this person. He/she must be able to walk, sit, stand, reach, balance, stoop, kneel, crouch, or crawl and operate pool equipment and tools. Climbing, stooping and kneeling are also a part of the work environment and physical demands. The employee is occasionally required to use hands and fingers, handle, feel or operate objects, tools or controls. Must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust or focus.

**The City of Pittsburg is an Equal Opportunity Employer**

**Department:** Parks and Recreation **Classification/FLSA:** Part Time, Non- Exempt

**Location:** Pittsburg Aquatic Center **Reports To:** Recreation Superintendent

**Supervises:** Maintenance Staff, Lifeguards, **Salary Range:** $10.98-$17.84

Cashier Staff

**Benefits:** Per City Handbook **Travel:** As needed

**Date Written/Revised:** 2/06/2020

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