



MAINTENANCE V – POOL FACILITY MAINTENANCE

Schedule: 8 hours per day / 12 months per year / About 260 days per year
Class: Class 18

POSITION PURPOSE

Oversee and perform a variety of tasks in the operation and maintenance in and around the aquatic facility; Provide general supervision, schedule, train and supervise the work of staff; perform a variety of clerical and administrative support functions, in accordance with District policies and procedures. Reports to the High School Principal or designee.

NATURE AND SCOPE OF RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Oversees and performs a variety of tasks in the operation, maintenance, cleaning and servicing in and around the aquatic facility; including performing tests for chlorine, Ph., calcium hardness, TDS, and total alkalinity; treats water with chemicals to maintain safe and healthy water quality; monitors chemical usage; cleans probes.
- Ability to complete repairs a variety of equipment and to the building, such as, but not limited to repairing backstroke flags, lane lines, lane line reels, pool covers, lifeguard stands, and starting blocks; performing mechanical inspections.
- Maintains and cleans pool; skims surface of pool; uses pool vacuum cleaners; maintains and cleans pool deck.
- Maintains and produces a variety of reports such as but not limited to maintenance sheets, water quality sheets, chemical consumption, equipment orders, safety supplies; completes and reviews accident and incident reports; updates maintenance manual and diagrams.
- Provides training to aquatics staff in pool operations and maintenance.
- Sets up and cleans up after major events; participates in special events planning.
- Ensure that equipment is inventoried and stored appropriately.
- Regularly inspect facilities, equipment and grounds to ensure safety, and maintain access to adequate first aid material at all times.
- Supervises part-time seasonal staff; instructs courses, including swim lessons, CPR and Lifeguard Training.
- Interacts with the public and ensures excellent customer service is given at aquatic facility; answers questions and complaints from the public;
- Attends and participates in a variety of meetings.
- Fills in for Lifeguards as needed; teaches swim lessons; assists in aquatic program development.
- Establishes positive working relationships with representatives of community organizations, staff and the public.
- Serve as a positive role-model for students, parents and staff.
- Performs other related duties as assigned.

QUALIFICATIONS

- All positions working with children under 18 require fingerprint clearance.
- Successful applicant must be bondable.
- Knowledge of school district, state, federal, county, and local agency (DEQ, EPA, OSHA, etc.) regulations pertaining to building maintenance.
- Self-starter with proven analytical, organizational, and problem-solving skills.
- Excellent leadership skills as demonstrated by attendance, work ethic, and job performance.

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QUALIFICATIONS (Continued)

- Demonstrated ability to establish and maintain high profile, influential, and collaborative working relationships across teams, functions and layers with District staff, vendors, and the general public.
- Ability to remain focused and calm in chaotic situations.
- Ability to exercise confidentiality, tact, diplomacy and independent judgment in performance of duties.
- Exceptional interpersonal skills in leading, motivating, coaching, and developing trades shop staff.
- Ability to communicate effectively, both orally and in writing.
- Intermediate technological skills providing the ability to enter, revise, organize, and retrieve information and to formulate methods of collecting and presenting information; and to generate complex reports.
- Obtain and maintain a valid driver's license and evidence of insurability.

Experience:

- Any combination of education and experience that has provided the knowledge, skills, and abilities to be successful in managing an aquatic center.
- At least three years of previous pool or aquatic center management required, five years preferred.

Education:

- Must have and maintain a valid American Red Cross CPR and First Aid Certification
- Certified Pool Operator's license or certification is required and must be maintained.
- Lifeguard Training certification preferred at time of hire. Must be certified within one year of hire date.
- Degree in associated area such as facility management preferred.

ESSENTIAL PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Moderate to extensive degree of physical stamina and frequent lifting up to 50 pounds and occasional lifting of up to 100 pounds. Frequent and prolonged standing, walking and bending. Ability to climb ladders and scaffolding, work from heights, stretch and bend to perform such duties as cleaning, repairing, painting, cleaning roofs, gutters and drains, and general maintenance. Ability to lift furniture, desks, shelving, staging and cleaning supplies and equipment. Shall be physically capable of performing all necessary tasks: stooping, reaching, pushing, pulling, climbing, lifting and crawling. Exposure to chemicals, dirt, dust, paint, noise and activity of a school setting. Ability to move freely around the school building and grounds. Exposure to outdoor weather conditions. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds.

The David Douglas School District welcomes applications from candidates that expand the District's diversity.

Multi-Cultural preferred. Bi-Lingual candidate preferred.

The David Douglas School District is a diverse community that provides equal opportunity in employment, activities, and its programs. It is the policy of the David Douglas School District the grounds of race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, genetic information or any other status protected under applicable federal, state or local laws.

The school district also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws.

Persons having questions about equal opportunity and nondiscrimination should contact the Director of Human Resources for David Douglas School District.

Classified Instructions:

If you are a Classified employee you will click on the word "**Internal**", which is located on the top right of the screen. You will be taken to a section where you will fill out minimal basic personal information. The minimal basic personal section is a one-time only registration. You will then be taken to the Classified Transfer Request Form. In the future, if your personal information (name, address, phone number, or location) changes, it is your responsibility to update those changes in the system.