

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: AQUATICS MAINTENANCE SUPERVISOR

DEPARTMENT: RECREATION

BASIC FUNCTION:

Under direction of the Recreation Area Manager, the Aquatics Maintenance Supervisor is responsible in the upkeep, maintenance, and repair of the city's aquatic facilities. The incumbent provides support to the Recreation Area Manager by being the city's public pool water quality expert. Work is performed independently under general guidelines set by the supervisor.

KEY RESPONSIBILITIES:

Performs daily testing and treatment of public pool water, including performing ongoing tests for pH balance, chlorine, calcium hardness and total alkalinity levels, as well as seasonal total dissolved solids (TDS) levels; treating water with chemicals to maintain balanced water quality within acceptable ranges; and monitoring chemical usage.

Keeps pools clean and maintains aquatic facility equipment, which includes pool vacuums, decks, walkways, chemical injectors, chemical probes, pump/chemical rooms, automated chemical control systems, chemical safety equipment, and lifesaving equipment.

Investigates problems and performs upkeep/repairs to aquatic facility/program equipment, including back stroke flags/poles, lane lines, lane line reels, water polo goals, pool covers, pool cover reels, lifeguard towers, water play equipment, diving boards, two way radios, pool ladders, pool lifts, facility signage; performs mechanical inspections and minor repairs to pool pumps, chemical feed pumps/systems, and filters; performs minor repairs in the following areas: electrical, plumbing, masonry, and carpentry.

Works with San Diego County Health Department inspectors to ensure facility and staff compliance with county and state health codes and policies.

Creates purchase orders and contracts to purchase maintenance supplies, chemicals, and program/ safety equipment; monitors and maintains supply levels; tracks chemical consumption, expenditures and monitors program budget.

Maintains and produces records and reports to track such things as staff trainings, aquatic facility inspections, preventative maintenance, water quality, chemical consumption, and equipment orders.

Responds to customer questions regarding aquatic programs and resolves customer complaints.

Trains part-time lifeguard staff in proper aquatic facility preventative maintenance techniques, standard pool operations, water quality balancing/testing standards and safety practices.

Assists in aquatic programs and special events, including set-up, clean-up, facilitating program/event activities.

Establishes positive working relationships with city staff, community organizations/agencies representatives, San Diego County Health Inspectors, Cal-OSHA Officials and the public. Assist in preparing reports and supervise record keeping functions related to inventory and supplies used at the pool, maintenance of pool and equipment. Attend and participate in staff meetings related to assigned program activities.

Monitor class activities and evaluations of programs.

Act in the absence of the Recreation Area Manager.

Respond to emergency maintenance or repair calls.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Practices for maintaining and operating public aquatic facility equipment and pools and the ability to apply this knowledge to the maintenance, upkeep, and minor repairs of swimming pool equipment, including chemical pumps, vacuums, pool pumps, chemical feed systems, and heaters.
- Techniques for maintaining balanced pool water quality, proper chlorine and pH balancing, and monitoring total dissolved solids.
- Knowledge of and ability to follow safety and operating protocols and standards and the ability to make effective, safety-conscious decisions with sound judgment.
- Strong problem-solving skills and the ability to identify problems, troubleshoot, and resolve facility issues relating to aquatic equipment and pools.
- Strong customer service skills and the ability to establish and maintain effective working relationships with city staff, representatives of outside agencies, and the public.
- Takes initiative and has the ability to perform and work independently with little direct supervision.
- Strong organizational skills and the ability to coordinate multiple tasks simultaneously, be sensitive to deadlines and changing priorities, and work within the constraints of the budget.
- Strong written and verbal communication skills and the ability to effectively communicate with city staff, representatives of outside agencies and the public.
- Strong work ethic and the ability to demonstrate a high level of ethics, integrity, and professionalism.
- Health and safety codes, standards and policy related to pool operations.
- Procedures of pool and pool equipment maintenance.

Ability to:

- Work in confined spaces, work in extreme weather conditions, and be exposed to solutions or chemicals commonly used in the maintenance, upkeep and repair of public pools and equipment.
- Perform physical labor, including bending, squatting, and lifting of up to 50 pounds regularly.
- Analyze situations and adopt quick and effective course of action.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Follow instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

Some college coursework supplemented by specialized training related to the assigned area **and** four years of experience maintaining facilities with two years' operating, maintaining, and repairing equipment at public aquatic facilities.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain the following certifications within six months of appointment: CPR/AED/First Aid certification; Certified Pool Operator's (CPO) license or Aquatics Facility Operator's (AFO) certification; and Confined Space certification.

Must meet State of California tuberculosis test requirements.

If assignment involves working with minors, in accordance with the Health and Safety Code section 10911.5 (a), cannot have any convictions related to drugs, sexual misconduct, assault or related offenses involving minors.

Possession of a valid California Class C Driver's License.

Must be available to work a flexible schedule, including evenings, weekends, holidays, and split-shifts as required by the work assignment.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTINGS:

The pool is an outdoor facility exposed to all types of weather conditions. May be required to work after hours and weekends and serve on an emergency call list.

Incumbents frequently are involved in lifting and moving moderately heavy pool equipment, or materials during the course of duties assigned. Incumbents must attend off- site meetings from time to time and be available to travel to other Recreation locations in the course of work.

DATE APPROVED: June 18, 2019