

AQUATICS MAINTENANCE WORKER I AQUATICS MAINTENANCE WORKER II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under supervision (Aquatics Maintenance Worker I) or general supervision (Aquatics Maintenance Worker II), performs a variety of semi-skilled and skilled duties involved in the operation, maintenance and repair of the mechanical, hydraulic and chemical systems at the City's aquatic complex; and performs a variety of maintenance and repair duties related to the aquatic complex buildings and grounds.

DISTINGUISHING CHARACTERISTICS

Aquatics Maintenance Worker I – This is the entry level class in the Aquatics Maintenance Worker series performing routine and less complex duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Aquatics Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the "II" level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Aquatics Maintenance Worker II – This is the full journey level class within the Aquatics Maintenance Worker series. Employees within this class are distinguished from the Aquatics Maintenance Worker I by the performance of the full range of duties as assigned including the more complex maintenance and repair duties, operating a variety of equipment, and providing training to less experienced Aquatics Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Aquatics Maintenance Worker I level, or when filled from the outside, require prior experience. Advancement to the "II" level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Operate, inspect, and maintain all water park mechanics, pools, buildings, and grounds; prepare logs and work orders.
2. Report immediate repair needs and coordinate maintenance and repair schedules with supervisor; perform repairs and complete work orders.

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3. Monitor water chemical levels, filtration, pumps, timers, water clarity, and debris/hazard removal on a daily basis and track information on safety reports; correct swimming pool chemistries.
4. Mow, trim, edge, fertilize, and water lawns and other landscaped areas.
5. Develop, implement and maintain daily, quarterly and annual maintenance schedules for buildings, grounds, and equipment maintenance and repairs.
6. Research specifications for new equipment; prepare purchasing documents and place orders for equipment and supplies.
7. Assist in controlling expenditures by requesting cost effective supplies and services according to budget and purchasing procedures.
8. Coordinate and complete event set-up and tear-down.
9. Perform custodial work such as cleaning restrooms and other buildings, restocking restroom supplies, and emptying waste receptacles.
10. Operate and maintain a variety of hand and power tools and equipment.
11. Observe safe work methods and use safety equipment.
12. Respond to questions and complaints from the public.
13. Assist in instructing and directing temporary help and entry-level workers.
14. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of the City's aquatic center.
- Principles and practices of pool and aquatic facility operation, maintenance, and repair.
- Pool and aquatic equipment and chemicals to maintain aquatic facilities.
- Methods and techniques of landscape maintenance.
- Principles and practices used in the installation, maintenance and repair of irrigation systems.
- Operating and minor maintenance characteristics of hand and power tools and equipment related to the work.
- Basic painting, plumbing and carpentry methods, tools and techniques.
- Methods and techniques of public relations.
- Time, material, and labor cost estimating principles and practices used in maintenance and repair projects.
- Principles and practice of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Operate and maintain aquatic facilities and pool water quality.
- Monitor chemical levels, filtration, water clarity, and debris/hazard removal.
- Use landscaping tools and equipment.
- Prepare brief oral and written reports of work performed or required.
- Direct and instruct others in proper work methods and landscape and aquatic maintenance techniques.
- Read and interpret label instructions and specifications.
- Read and interpret maps, plans, sketches, schematics, diagrams, and blueprints.
- Estimate time, material, and labor costs for maintenance and repair projects.
- Maintain working knowledge of current and emerging technology related to aquatic maintenance.
- Work independently in the absence of supervision.
- Respond to requests and inquiries from the general public.
- Use independent judgment and initiative in daily work activities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Aquatics Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of mechanical or pool maintenance experience is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain within six months of employment, a Pool/Spa Operator certification.

Possession of, or ability to obtain within six months of employment, CPR and First Aid certificates.

Aquatics Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in pool operations.

Experience:

Two years of increasingly responsible pool operations and landscape maintenance experience comparable to an Aquatics Maintenance Worker I with the City of Antioch.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of a Pool/Spa Operator certification.

Possession of CPR and First Aid certificates.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in an indoor and outdoor aquatic center environment; exposure to noise, dust, grease, smoke, fumes, noxious odors, solvents, gases, potentially hazardous chemicals, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor aquatic center environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or pull moderate amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

FLSA: Non-Exempt

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.