



# Career Service Authority

## Pool Maintenance Technician

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### GENERAL STATEMENT OF CLASS DUTIES

Performs semi-skilled work in maintaining, repairing, and replacing mechanical, chemical, or hardware in the operation of swimming/therapy pools.

### DISTINGUISHING CHARACTERISTICS

The Pool Maintenance Technician performs standard performance, semi-skilled trades work in the operation of swimming/therapy pools while the Facility Maintenance Technician performs full performance, journey level work in one trades area and standard performance, semi-skilled trades work in a variety of trades areas for the purpose of construction, maintenance, repair and/or installation of equipment and/or facilities. The Pool Maintenance Technician is a health and safety related position.

#### ***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

#### ***Level of Supervision Received and Quality Review:***

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

#### ***Level of Supervision Exercised:***

Performs leadwork over pool personnel.

## ESSENTIAL DUTIES

Inspects pools and maintains operation of pumps, motors, filters, computerized electronic controls, plumbing and pool equipment.

Handles hazardous chemicals such as chlorine, bromine, muriatic acid, caustic soda and test kit materials for pool set ups.

Utilizes electrical testing devices and checks switches and wiring for grounds, shorts or loose connections.

Reviews construction blueprints and wiring diagrams/schematic for mechanical and electrical equipment.

Prepares outdoor pools and pool buildings for summer operation and winter shut down.

Determines own work schedule as it applies to priority of work that needs to be completed and resolves problems encountered.

Repairs and replaces defective electrical parts such as wiring, fuses, outlets, switches, breakers, and sensors.

Identifies problems and reports work requiring skilled trades workers

Oversees and trains pool staff in regard to mechanical and chemical operation of pools.

Coordinates activities of contractors hired for pool projects.

Provides information on site designs to architects, engineers; pool consultants and contractors as required.

Maintains records and prepares reports.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed.  
However, the allocation of positions will be determined by  
the amount of time spent in performing the essential duties  
listed above.  
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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledges & Skills:***

**Oral Communication** - Expresses information to individuals or groups effectively, taking into account the audience and nature of the information; listens to others, attends to nonverbal cues and responds appropriately.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, concern and politeness to others; develops and maintains effective relationships with others; may include effectively dealing with individuals who are difficult, hostile, or distressed; relates well to people from varied backgrounds, and different situations; is sensitive to cultural diversity, race, gender, disabilities and other individual differences.

**Integrity/Honesty** - Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

**Writing** - Communicates information in a succinct and organized manner; produces written information in the way of record keeping.

**Stress Tolerance** - Deals calmly and effectively with high stress situations (for example: tight deadlines, hostile individuals, emergency situations, dangerous situations or environmental conditions).

**Reading** - Understands and interprets written materials, including technical material, rules, regulations, instructions, reports, maps, plats; applies what is learned from written material to specific situations.

Knowledge of standard practices, methods, materials, and tools used in construction, maintenance and repair work sufficient to be able to independently perform semi-skilled maintenance and repair trades work involving a variety of trades areas.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of pool maintenance sufficient to be able to prepare and maintain pools all year round.

Knowledge of training practices sufficient to be able to provide training to others.

Skill in operating hand and power tools and equipment common to several maintenance and repair trades.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in recognizing non-standardized situations and preparing recommendations for problem resolution.

Skill in communicating and presenting factual information related to the work assignment.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in coordinating and directing activities related to the division.

Skill in maintaining and organizing files, records and documents.

### ***Physical Demands:***

Lifting: raising or lowering an object from one level to another.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: Raising or lowering an object 10-25 pounds.  
Mathematical reasoning  
Memorization  
Oral Comprehension  
Spatial Orientation  
Written Comprehension

***Working Environment:***

Extreme Heat: temperature hot enough to cause marked bodily discomfort  
Wet: frequent contact with water or other liquid.  
Humid: conditions with high moisture content to cause bodily reactions.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Vibrations: strain on the body to cause bodily harm if endured daily.  
Atmospheric Conditions: conditions that affect the skin or respiratory system.  
Exposed to toxic chemicals  
Pressure due to multiple calls and inquiries  
Subject to long irregular hours.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.

***Education Requirement:***

Graduation from high school or completion of a GED Certificate.

***Experience Requirement:***

Two years of experience performing a variety of duties requiring construction, mechanical, chemical and building maintenance skills.

***Licensure and/or Certification:***

Possession of a valid Colorado Class "R" Driver's License at the time of application.  
Possession of a Certified Pool Operator Certificate at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/95

***REVISED DATE:*** 03/01/03

***REVISED BY:*** Jayne Lujan

***CLASS HISTORY*** Specification revised as a result of a group audit.