

## City of Mission Job Description

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Job Title: **Pool Maintenance Laborer**



Classification: **Non-Exempt**

Department: Parks & Recreation

Division: Aquatics

Supervisor: Aquatics Manager

Effective: 11/09/2015

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### **I. JOB SUMMARY**

Requires a working knowledge of swimming pool maintenance. Must have flexible hours to be able to work on weekends and afternoons as assigned. Individual will be responsible for maintaining pool facilities. This position has no supervisory responsibilities. Individual will be assigned other duties as needed by the department head/supervisor.

### **II. EDUCATION REQUIREMENTS**

- Individual must be a minimum of 17 years of age.
- Requires one (1) year experience in swimming pool maintenance.
- Must have excellent swimming skills.
- Must be bondable.
- Being able to speak the English/Spanish language is preferred.
- Pool Operator Certification.
- Current Red Cross WSIT
- Lifeguard Instructor Certificate
- CPR and First Aid Certificate.

### **III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" Texas Driver's License from the Dept. of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

### **IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to use hand tool or machines needed for the work.
- Ability to accept accountability for the accuracy of one's work.
- Ability to deal with and relate to all kinds of people.
- Ability to think clearly and react quickly in emergencies.
- Ability to make decision based on laws and regulations.
- Ability to plan and direct programs and activities of others.
- Ability to identify problems and make decisions based on one's experience and judgment as well as on established facts like budgets and law requirements.
- Ability to lift and carry up to 50 lbs.
- Ability to perform duties unsupervised.
- Ability to read and interpret documents such as safety rules and city policy procedures.



**V. ESSENTIAL JOB FUNCTIONS**

- Clean skimmers on a daily basis.
- Maintain pool condition (circulation, filtration, sanitation) and logging information.
- Maintain the pool grounds such as raking leaves, picking up trash, trimming trees, watering plants, setting up sprinklers, etc.
- Work with power tools to do maintenance on pools.
- Maintain bathhouse and pump house such as painting and cleaning.
- Read and follow written and oral instructions.
- Must use safety equipment while maintaining pools.
- Must be able to work with hand tools (ex.hoes, rakes, etc.)
- Clean and sanitize bathrooms and pool facilities daily.
- Maintain good public relations through aquatic services and facilities.
- Prevent accidents in the water and on the decks.
- Rescue and emergency care of accident victims.
- Know all rules and regulations as defined in pool operations.
- Courteous and diligent enforcement of all rules and regulations.
- Scrutinize interior of pool and exterior pool area for potential hazards and initiate removal of such hazards.
- Clean-up and maintain the pool area.
- Mowing, weed eating and blowing as needed.
- Occasional herbicide work as needed and under supervision until adequate training is received.
- Attend all scheduled in-service training.
- Assist in collecting pool admission fees and supervise wading pools when not maintaining pools.
- Assist Pool Manager in completing daily cash report.
- Perform other appropriate duties as required.

**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Assist in setting up pool parties and coordinating special events.

**VII. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- Pool filter, Chemical feeder, Chemical test tube
- Pool brush, Gloves, Goggles
- Ordinary mechanical tools, Pool vacuum, Edger
- Pens, pencils, highlighters, Stapler, Clip board, Telephone
- Policy & procedure handbook



**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 To 2/3	Over 2/3
Wet humid conditions (non-weather)				<b>X</b>
Work near moving mechanical parts		<b>X</b>		
Work in high, precarious places		<b>X</b>		
Fumes or airborne particles		<b>X</b>		
Toxic or caustic chemicals		<b>X</b>		
Outdoor weather conditions				<b>X</b>
Extreme cold (non-weather)	<b>X</b>			
Extreme heat (non-weather)				<b>X</b>
Risk of electrical shock		<b>X</b>		
Work with explosives	<b>X</b>			
Risk of radiation	<b>X</b>			
Extreme Noise	<b>X</b>			
Vibration	<b>X</b>			

**IX. MANUAL DEXTERITY**

Both gross and fine hand manipulation tasks are required in the performance of work assignments. Gross hand manipulation is required to grip buckets, chairs, and soft drink packages. Fine finger dexterity is primary utilized with the dominant hand to document accident reports, attendance, and chemical usage.



**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	O	Set up folding chair for patrons. Floor to knuckle level.
	6-10 lbs	O	Box of drinks for concession stand in 12 or 24 units. Floor to shoulder level.
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	O	Bucket with chemicals. Floor to knuckle level.
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
<b>CARRYING</b>	Up to 5 lbs	O	Set up folding chair for patrons. Floor to knuckle up to 30'
	6-10 lbs	O	Box of drinks for concession stand in 12 or 24 units. Floor to shoulder level up to 50'
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	O	Bucket with chemicals for pool maintenance. Floor to knuckle level up to 50'
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	
<b>PUSH/PULLING</b>	Up to 5 lbs	O	Pushing a broom to sweep recreation areas.
	6-10 lbs	N/A	
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	O	Push a gallon drum over hard even concrete floor to transport from storage area to feeding area up to 20'
	76-100 lbs	N/A	
	Over 100 lbs	N/A	

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**



**NON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>N/A</b>	
<b>STOOPING</b> (bending at waist)	<b>O</b>	Clean shelves, checking water make-up in pool.
<b>KNEELING</b> (one or both knees)	<b>N/A</b>	
<b>CROUCHING</b> (bending at hips/knees)	<b>N/A</b>	
<b>CRAWLING</b>	<b>N/A</b>	
<b>REACHING</b>	<b>F</b>	Cleaning supplies, partial to full arm extension.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	Checking make up of water in the pool.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Checking make up of water in the pool.
<b>STANDING</b>	<b>F</b>	Observe lifeguards, answer the phone
<b>WALKING</b>	<b>F</b>	Observe lifeguards, answer the phone
<b>SITTING</b>	<b>O</b>	Sitting on a stool monitoring pool and lifeguards.
<b>FINGERING</b> (finger dexterity)	<b>O</b>	Hand write accident reports, attendance and chemical usage.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Tools, books, crates, files in office performing essential functions.

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date