



City of Tempe

AQUATICS MAINTENANCE COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	181	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$24.748558
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$33.410577
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Aquatics Maintenance Mechanic
<i>Drug Screen / Physical:</i>	Y	Y	<i>EEO4 Group:</i> Service Maintenance

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS
Receives direction from a Community Services Supervisor or from other supervisory or management staff.
Exercises functional and technical supervision over swimming pool maintenance staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five years of commercial experience in the care, maintenance and repair of both indoor and outdoor swimming pools and related equipment to include such things as hydro-computerized pneumatic wave equipment, pneumatic bulk head equipment, commercial grade waterslides, or other commercial comprehensive family aquatic equipment; including two years of experience in design and supervision of construction and design aquatics projects.
<i>Education:</i>	Equivalent to the completion of the twelfth grade, supplemented by specialized training in aquatic facility maintenance and repairs.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver’s license. • Possession of, or required to obtain within six months of hire, a Pool/Spa Operator certification through the National Swimming Pool Foundation or an Aquatics Facility Operator certification through the National Recreation Parks Association.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To lead and participate in a variety of skilled maintenance activities in support of the City's indoor wave pool and indoor and outdoor swimming pool facilities, to include maintenance and repair of hydro-computerized pneumatic wave equipment and a variety of pumps and motors to ensure the water quality of all pool facilities.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Maintain proper swimming pool water chemistry to include the calibration and adjustment of chemical dispensers. Clean and calibrate hrr/orp probes. Maintain chlorine, acid and caustic soda pumps. Calibrate proper flow rates. Test water quality using the Langlier index as a standard.
- Dispense chlorine, caustic soda, and muriatic acid as well as other related chemicals as necessary to maintain proper pool chemistry.
- Operates and maintains pool filtering systems, chemical injectors, aerator systems, UV systems, chlorinators, pressured cylinders, automated pressure controllers, pumps, small and large motors, boilers, pipes, valves and gauges.
- Monitor pool functions to include reading gauges, graphs, meters and control panels to ensure water quality.
- Mixes prepared paint and paints a variety of surfaces interior and exterior.
- Conducts inspections of aquatic facilities, equipment, and pool water to identify deficiencies; inspects/tests equipment and parts for proper and safe operation; makes adjustments, repairs, or replacements as appropriate.
- Repair and maintain hydro-computerized pneumatic wave pool equipment, high-pressure centrifugal blowers, pneumatic cylinders, and automated controllers. Repair pumps, small and large motors, boilers, pipes and valves; repair pool-filtering equipment including water pumps, chemical dispenser systems and chlorine gas chlorinators.
- Clean and inspect wave pool and swimming pool equipment, including hydro-computerized pneumatic wave equipment, pumps, small and large motors, chlorinators, boilers, pipes, valves and gauges; backwash filters; perform preventative maintenance as necessary.
- Make mathematical calculations to adjust chemicals dosages.
- Maintain public pools to comply with Maricopa County Health regulations.
- Schedule, assign, train, and evaluate maintenance activity; maintain preventative maintenance activities and records on computer.
- Participates in design phase of all aquatics projects.
- Provide on-site functional supervision of swimming pool construction projects; provide input on job and project analysis to Community Services Supervisor and other City Departments; act

as in-field job inspector for aquatics construction projects; attend construction meetings to represent the interests of the City and Tempe Aquatics.

- Install and replace pipes, pumps, small and large motors, chemical dispensers, gas pool heaters and underwater light fixtures. Install, replace and rebuild a variety of valves including ball valves, butterfly valves, clay valves, gate valves and electric solenoid valves.
- Install, maintain and repair water slides, diving boards, diving towers, public address systems, surrounding pool areas and decks, resurface diving boards.
- Maintain splash parks, fountains, spray pads and reflecting ponds to include installation, repair and daily maintenance of specialized spray equipment and water feature equipment, including cleaning and water chemistry duties.
- Perform construction related work including constructing concrete forms, pouring and finishing concrete, setting and replacing grout in ceramic tile; paint and plaster swimming pools; perform acid washes as needed.
- Requisition swimming pool chemicals and supplies; meet and work with vendors to gather quotes and information on the most updated equipment and supplies available; maintain supply inventory; assist in the purchase of pool equipment to include assisting Purchasing with bid specifications.
- Keep abreast of all pertinent safety procedures and OSHA standards; ensure that all staff are informed and trained regarding safety procedures; post safety procedures for the general public. Maintain knowledge about and have the ability to apply the Maricopa County Health Code requirements as they relate to commercial municipal swimming pool and water feature operations.
- Maintain all aquatic equipment including assessment of safety, wear, and needed repairs.
- Track, budget, and procurement card purchases.
- Perform all electrical work, including high voltage pump boxes and electrical panels, in the aquatics area.
- Communicate in writing as well as orally, in a clear, professional manner.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i></p> <p><i>Revised June 1998</i></p> <p><i>Revised August 2002</i></p> <p><i>Revised May 2004</i></p> <p><i>Revised Feb 2011 (Driver's license requirement)</i></p> <p><i>Revised April 2015 (Titled from Swimming Pool Maint Mechanic; update job duties and min quals)</i></p>