



POOL MAINTENANCE WORKER

SALARY GRADE: [C3-62](#)

DEFINITION:

Under general supervision, responsible for the operation, maintenance, and repair of swimming pools, fountains, and equipment. Does other work as required.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Job Responsibilities

1. Repairs and maintains pumps, filters, diving boards, lane lines, and other equipment; keeps equipment calibrated and realigns readings as necessary.
2. Orders and stocks needed supplies.
3. Prepares work schedules.
4. Tests pool water to determine chlorine content and adds chemicals to bring water to a pre-determined standard of balance.
5. Makes chlorine and maintains systems monitoring production of chlorine.
6. Starts and stops circulating pumps, and disconnects and connects CO₂ cylinders.
7. Backwashes filters and maintains computer systems associated with filters.
8. Prepares pool and works as a liaison with outside vendors to determine criteria for special events, raising or lowering water level and temperature, raising diving boards, stringing lane lines and installing other special equipment.
9. Maintains cleanliness of pool, decks, gutters, and surrounding areas; empties trash containers;
10. Maintains signage in pool deck and stays abreast of OSHA signage requirements and other regulations.
11. Operates and maintains a pump for the campus fountains; back flushes and cleans filters.
12. Performs HAZMAT/safety inspections; maintains logs, records, and signs fire extinguisher tags.
13. Maintains equipment rooms, shops, vehicles and tools.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Methods, materials, tools, safety practices and equipment used pool maintenance.
2. Kinds of chemicals for pool maintenance.
3. Water treatment and control techniques.
4. Safety factors in the operation of equipment and materials.
5. Applicable safety codes, ordinances and regulations.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Maintain accurate records and reports on completed assignments.
3. Repair, operate and maintain a variety of equipment and tools, including pumps and motors.
4. Understand and carry out oral and written instructions.
5. Observe safety requirements and safe work practices and methods as required.
6. Perform routine work involving moderate to heavy physical labor.
7. Establish and maintain cooperative work relationships.
8. Work independently and under minimal supervision.

Education

Equivalent to the completion of the twelfth grade.

Experience

Two years of experience in pool maintenance to include repair of pumps, motors, filter systems, and other mechanical equipment.

License or Certification

1. Possession of a valid class C California driver's license.
2. Must be able to maintain Aquatic Facility Operator (AFO) certification.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.

Date Revised: December 2008; Revised: December 2025