

VISTA UNIFIED SCHOOL DISTRICT

POOL SPECIALIST

Purpose Statement

The purpose of a Pool Specialist is to provide skilled maintenance services with specific responsibility for cleaning and maintaining District swimming pools; ensure an attractive, clean, sanitary, and safe environment for students, staff, and visitors; repair and maintain pool equipment; perform general custodial duties; assist skilled trades; and ensure that assignments are completed in a safe, proper, and timely manner.

This job reports to an assigned administrator.

Essential Functions

- Attends meetings, workshops, and/or in-service training for the purpose of conveying and/or gathering information required to perform functions.
- Collaborates with a variety of internal and external parties for the purpose of conveying and/or gathering information required to perform job functions and complete duties efficiently and in a timely manner.
- Coordinates with supervisor and other trades for the purpose of completing projects and work orders efficiently.
- Coordinates with supervisor, staff, students, parents, and/or visitors (e.g., responds to inquiries, receives work orders and facility use requests, responds to immediate safety and/or operational concerns, etc.) for the purpose of providing information and planning, prioritizing, and scheduling activities.
- Informs supervisor and staff regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action, and/or complying with building and health and safety regulations.
- Maintains manual and electronic documents, files, and records (e.g., facilities use requests, health department reports, inventory, maintenance reports, pool maintenance logs, schedules, status reports, supply needs, work orders, etc.) for the purpose of documenting activities, conveying information, and/or providing an up-to-date reference and audit trail.
- Maintains pool filters and filter systems for the purpose of ensuring efficient and effective functioning in compliance with established standards.
- Maintains swimming pools and related facilities (e.g., pool sides, decks, diving boards, locker rooms, rest rooms, etc.) for the purpose of providing a clean and safe environment in compliance with federal, state, local, and District guidelines.
- Maintains tools and equipment for the purpose of ensuring availability in safe operating condition.
- Monitors and inspects the work of assigned staff and outside contractors for the purpose of ensuring that the projects are satisfactorily completed within district specifications and identifying preventive maintenance requirements.
- Monitors and maintains inventory of supplies and materials for the purpose of ensuring availability of items required to complete projects in a timely manner.
- Monitors buildings and facilities for the purpose of evaluating condition, identifying necessary repairs, and recommending preventive maintenance.
- Operates and repairs mechanical equipment related to swimming pools and facilities (e.g., pumps, piping, filters, heating equipment, underwater lights, pool lifts, rails, gauges, inlets and outlets, etc.) for the purpose of implementing and maintaining services and/or educational programs.

- Requests supplies, materials, and equipment related to pool maintenance for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations for the purpose of resolving immediate safety concerns.
- Secures pool facilities and grounds (e.g., reports facility damage and vandalism, ensures lights and alarms are operational, ensures gates, doors, and windows are secure and operational, etc.) for the purpose of responding to immediate safety and/or operational concerns, maintaining safety and security of assigned area, minimizing property damage, equipment loss, and/or potential liability.
- Sets up lanes, blocks, goals, and timers for the purpose of preparing pool for events at in accordance with facility use requests and established guidelines.
- Supports supervisor and other site and district staff (e.g., grounds, maintenance, operations, administrative staff, etc.) for the purpose of receiving work orders and completing minor maintenance and custodial activities.
- Tests pool water (e.g., chlorine content, PH factor, alkalinity, combined chlorine and temperature control, etc.) for the purpose of providing a clean and safe environment in compliance with federal, state, local, and District guidelines.
- Transports a variety of tools, equipment, and supplies for the purpose of ensuring the availability of materials required at job site.
- Troubleshoots and diagnoses issues regarding pool equipment for the purpose of performing minor repairs, resolving operational issues, and restoring services.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge, and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

- adhering to safety practices;
- applying job-related codes, regulations and laws;
- handling hazardous materials;
- mechanical aptitude;
- operating tools, equipment, and materials used in pool maintenance;
- planning and managing projects;
- preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include:

- interpersonal skills using tact, patience, and courtesy;
- job-related codes/laws/rules/regulations/policies;
- proper use and maintenance of tools and equipment used in pool maintenance;
- proper methods of storing equipment, materials and supplies;
- recordkeeping and record retention practices;
- safe driving practices;
- safety practices and procedures;
- school safety and security practices;
- standard methods, materials, and tools used in assigned skilled trade.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include:

- accuracy and attention to detail;
- adapting to changing priorities;
- analyzing issues and determining an appropriate course of action;
- communicating with diverse groups;
- displaying tact and courtesy;
- establishing and maintaining effective working relationships with others;
- inspecting buildings and/or grounds;
- meeting deadlines and schedules;
- operating motor vehicles;
- planning and organizing work;
- preparing accurate records;
- setting priorities;
- understanding and following oral and written directions;
- working as part of a team;
- working under time constraints;
- working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity. Generally the job requires 10% sitting, 20% walking, and 70% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school graduation or equivalent.

Equivalency: Graduation from high school or equivalent and four years of experience in pool maintenance. Experience in commercial and or public facility pool maintenance preferred.

Retention: In accordance with Education Code 45301, an employee appointed to this class must serve a probationary period of one hundred thirty (130) days of paid regular service (excluding days absent for illness or injury) during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Required Testing

For those candidates who meet the minimum qualifications, the assessment process will consist of any one or more of the following: Screening for most qualified candidates, Training and Experience Evaluation, a Written Test, a Performance Test, and/or a Qualifications Appraisal Interview.

Certificates and Licenses

Valid California Class C Driver License

Continuing Educ. / Training

Clearances

Fingerprint and Background Clearance
Drug Test
Tuberculosis Clearance

FLSA Status

Non-Exempt

Approval Date

Revised: 02/10/2015
Revised: 06/11/2019

Salary Grade

Classified, Range 49