



# City of Tempe

## AQUATICS MAINTENANCE COORDINATOR

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	181	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Aquatics Maintenance Mechanic
<i>Safety Sensitive/Drug Screen:</i>	Yes	<i>Physical:</i>	Yes

Click [here](#) for more job classification information including current salary range.

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 (5) 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 (2) years of experience in design and supervision of construction and design aquatics projects.
<i>Education:</i>	High school diploma, GED or equivalency, supplemented by specialized training in aquatic facility maintenance and repairs.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Possession of a valid driver’s license.</li> <li>• Possession of, or required to obtain within six (6) 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.</li> </ul>

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.

- 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 Langelier index as a standard.
- 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 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.
- Schedule, assign, train, and evaluate maintenance activity; maintain preventative maintenance activities.
- Participates in design phase of all aquatic's 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.
- Track, budget, and procurement card purchases.
- Perform all electrical work, including high voltage pump boxes and electrical panels, in the aquatics area.
- Perform related duties as assigned.

## 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><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

## JOB DESCRIPTION HISTORY

*Effective November 1988*  
*Revised June 1998*  
*Revised August 2002*  
*Revised May 2004*  
*Revised Feb 2011 (Driver's license requirement)*  
*Revised April 2015 (Titled from Swimming Pool Maint Mechanic; update job duties and min quals)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Aquatics Maintenance Coordinator**

**Job Code: 181**

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*			X	
Power Tools*			X	
Hand Tools*				X
Personal Protective Equipment*				X
Computer Software				X
Fumes			X	
Chemicals				X

ENVIRONMENT				
Indoors			X	
Outdoors				X
Working in or around water				X
Extreme Heat			X	
Extreme Cold		X		
Office Setting		X		
Confined Spaces		X		
Excessive Noise**			X	
Heights		X		
Sewage Exposure		X		
Bodily Fluid Exposure		X		

ENDURANCE				
Sit		X		
Stationary / Stand		X		
Traverse / Move			X	

VISION REQUIREMENTS	YES	NO
<b>Close</b> (clear vision at 20 inches or less)		X
<b>Distance</b> (clear vision at 20 feet or more)		X
<b>Color</b> (ability to identify and distinguish colors)		X
<b>Depth Perception</b> (three-dimensional vision, ability to judge distances and spatial relationships)		X
<b>Peripheral</b> (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
<b>Ability to adjust focus</b> (ability to adjust the eye to bring an object into sharp focus)		X
<b>No Special Vision Requirements</b>		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs		
26-50lbs		X
51-75lbs	X	
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs		
26-50lbs		
51-75lbs		
76-100lbs	X	X

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl	X	
Above Shoulder Level	X	
Below Shoulder Level	X	
Repetitive Arm Use		X
Repetitive Wrist Use		X
Repetitive Hand Use		X
Neck Range of Motion	X	
Climb Stairs / Ladders	X	
Traverse Uneven Surface	X	
Traverse Even Surface	X	

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**\*\* Hearing test is required**