



Pool Maintenance

Position Purpose:

Under close supervision of the Recreation Administrator, the employee maintains the operation and the water quality of town outdoor pool under the jurisdiction of the Norwood Recreation Department.

Supervision:

Supervised by Pool Director.

Job Environment:

Outdoor position that requires an employee to be in pool or on pool deck for extended periods of time. Must be able to positively represent the Norwood Recreation Department within the community.

Essential Functions:

- Maintain a safe, fun and controlled environment; identify hazardous conditions and eliminate or minimize them.
- Possess an understanding of facility characteristics, rules, policies and procedures.
- Be prepared each day with appropriate attire and possess good attitude.
- Take pride in surrounds, ensuring materials are returned to proper location, trash is removed after each group departs and building is in a condition that is clean and presentable for public use.
- Attend all scheduled staff meetings and trainings to maintain good communication between all staff.
- Promote the Norwood Recreation Department positively.
- Enforce and adhere to all policies and procedures.
- When taking a day off, take responsibility to find a qualified replacement and notify supervisor in writing of personnel change.
- Provide quality customer service.
- Act in a professional manner at all times.
- Respond thoughtfully and swiftly to any other duties assigned by Pool Director.

Job Functions

- Arrive 15 minutes before scheduled shift.
- Checks the water quality of the pool, maintains chemical log book.
- Add chemicals when authorized by the Recreation Administrator.
- Vacuuming and skimming pool
- Remove and replace pool filters.
- Cleaning the pool strainer.
- Clean and keep stock of supplies for bath houses.
- Picks up trash inside and outside of the pool facility
- Maintain the grass within the pool facility.
- Performs light repair duties such as tighten ladders, unclog chemical feeders.
- Perform pre-opening task such as painting, etc
- Perform post-closing tasks such as cleaning, moving items to storage, etc
- Arrange chemical delivery after authorized by Recreation Administrator.

Minimum Entrance

- Must be at least 16 years of age.
- Must be at least attending high school.
- Must possess Red Cross CPR certification or equivalent
- Must have or able to obtain a drivers license.

Physical Requirements:

Must be able to sit and stand for prolonged periods of time. For special events and activities, must be able to lift up to 25 pounds safely. Able to withstand extreme weather conditions, heat, sun, rain, wind, etc and act accordingly.