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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>AQUATIC MAINTENANCE WORKER</b>	<b><u>SCHEDULE:</u></b>	<b>C</b>
<b><u>DIVISION:</u></b>	<b>AQUATICS</b>	<b><u>PAYGRADE:</u></b>	<b>5</b>
<b><u>DEPARTMENT:</u></b>	<b>RECREATION &amp; EVENTS</b>		

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## **JOB SUMMARY:**

Under general supervision, the incumbent will be responsible for maintenance, repair, and custodial duties relative to various operating systems, pools, and buildings. The work also involves maintaining good water quality, making necessary adjustments to pool chemistry and related mechanical systems as required. The work is routine and repetitive, subject to checks for quality and quantity. Major problems would be referred to the immediate supervisor. Work involves shift work, including weekends and holidays. Performs related duties as assigned.

## **MAJOR RESPONSIBILITIES:**

**Under general supervision of the Aquatic Operations Foreman or Assistant Aquatics Foreman:**

### **Typical Duties Include:**

- carrying out minor carpentry and plumbing repairs and reporting major jobs to the immediate supervisor;
- monitoring operation of Aquatic mechanical plant including pool filter systems, chlorine and ultra violet light equipment. Making necessary adjustments and records information in log;
- checking pool filters and carrying out back wash as required. Performing chemical tests on chlorine and PH levels of pool water and adjusting flow as indicated by results;
- handling chemicals and corrosive substances in a safe and efficient manner;
- monitoring the operation of heating, hot water, ventilation and air conditioning systems. Making adjustments or minor repairs as required;
- performing custodial duties including but not limited to: sweeping, mopping, waxing and stripping of floors; cleaning and disinfecting washrooms and changing rooms including sinks, toilets, urinals, showers, mirrors, etc.; replenishing soap and paper in washrooms; and cleaning walls, fixtures, appliances, windows, pool surfaces, and equipment;
- servicing and carrying out minor repairs to electronic timing equipment, aquatic tools, weight training equipment, diving boards, public lockers, plumbing fixtures, and heating, ventilation and air conditioning equipment;
- setting up equipment for special events;
- setting out sports equipment prior to commencement of function;

- cleaning and disinfecting various finishes and pool elements using industry standard tools and equipment such as floor scrubbers, floor polishers, and pool vacuuming equipment;
- operating equipment in a safe and efficient manner and ensuring that safety and W.C.B. regulations are adhered to;
- maintaining security of building by ensuring that doors and windows are securely locked at the end of each shift or when areas of the building are not in use. Patrolling the facility and surrounding exterior to prevent theft and vandalism. Maintaining order and behaviour of users and by enforcing facility and department rules;
- picking up litter and garbage on facility properties. Cleaning snow from outside entrances of buildings; and
- performing related duties as assigned.

### **QUALIFICATIONS:**

**Education:** Grade 12. Pool Operators Level 2 Certificate.

**Experience:** Minimum of two years of experience in a municipal facility.

**Knowledge & Skills:** Ability to deal courteously, tactfully and diplomatically with other City staff and members of the general public. Ability to understand and effectively carry out written and oral instructions. Ability to complete required forms, logs and other written communications. Demonstrated judgment and problem solving abilities. Excellent knowledge of the methods and principles used in both maintenance and custodial work. Considerable knowledge and demonstrated ability to operate the tools and equipment found in an aquatics facility. Ability to work within a proactive team environment. Demonstrated commitment to customer service. Ability to work with minimal supervision. Ability to perform semi-skilled minor mechanical and building repairs. Ability to handle chemicals, corrosive materials and pressurized gases in a safe and efficient manner. Ability to recognize, report and/or rectify actual and potential safety hazards. Sufficient physical strength and stamina to perform the required duties. Ability to operate and use Direct Digital Control Systems. Knowledge of WorkSafe BC regulations, occupational hazards and safe work procedures as it relates to the position including, but not limited to: bullying and harassment, working alone and other significant hazards.

Valid BC Drivers license:	Yes. Class 5 Full Privilege
Vehicle Usage:	Yes – City Owned Vehicles.
Police Information Check:	Yes. As a condition of employment, the incumbent must have a clear Police Information Check for offenses related to the position.

<u>Baseline Hearing Test</u>	<u>Yes.</u>
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<b>Prepared by:</b>	<b>Leland Hanson</b>
<b>Date Prepared:</b>	<b>October 8, 1998</b>
<b>Revised by:</b>	<b>Rae-Ann Emery/Warren Asuchak</b>
<b>Date Revised:</b>	<b>March 2001</b>
<b>Revised by:</b>	<b>JWorthington/SYoung</b>
<b>Date Revised:</b>	