



## **Title:** Aquatics Maintenance Coordinator

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from Recreation Superintendent.

Exercises direct supervision over full-time or part-time benefitted, and temporary or seasonal non-benefitted employees.

### **MINIMUM QUALIFICATIONS**

- **Education:** Bachelor's degree in any field or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid AZ Drivers license upon hire, Valid AZ Commercial Driver's License within 6 months of hire. Certified Pool Operator from National Swimming Pool Foundation within 6 months of hire. Chlorine Safe Handling Certificate from Occupational Safety and Health Administration within 6 months of hire.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- One year previous supervisory experience is preferred.
- Current Certified Pool Operator
- Current Commercial Driver's License

### **JOB SUMMARY**

The purpose of this position is to coordinate and oversee the daily maintenance and operations of Sunrise Pool, Centennial Pool, Peoria Pool and Sunrise Family Center for the Community Services Department. Provides primary onsite supervision, and supervises and coordinates all maintenance related projects, including pool chemistry and code compliance at the facilities. Supervises Aquatics Maintenance Worker I and assists in the supervision of part-time seasonal aquatics employees.



# City of Peoria

## HUMAN RESOURCES

### ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

| # | Essential Functions                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Manages staff by planning and prioritizing tasks, ensuring city and department related policy and procedure compliance, recommending changes and adjustments to department/division standard operating procedures, monitoring staff performance and development.                                                                                                                                                                                                        |
| 2 | Completes administrative tasks, attends meetings, manages weekly reports, conducts onsite safety inspections, and monitors supplies and inventory; provides statistical data and information to assist superintendent with budget preparation and efficiencies; completes timesheets, approves time-off requests, makes recommendations for procurement of material, equipment and supplies; strives to improve operations, and work cooperatively and collaboratively. |
| 3 | Conducts skilled work, such as safe handling of hazardous chemicals, management of pool chemistry, implementation of safety standards through Maricopa County, OSHA, City of Peoria safety guidelines, rebuilding and refurbishing of pool pumps and motors, oversees capital improvement projects.                                                                                                                                                                     |
| 4 | Provides positive customer service; answers customer inquiries in person or by phone; serves as City liaison Peoria Unified School District aquatics coaches and maintenance workers to provide safe facilities for programs.                                                                                                                                                                                                                                           |
| 5 | Act as primary safety representative by overseeing, directing, and assuring all amenities can be utilized safely by patrons; addresses any related risk concerns posed by the Risk Manager; oversees the completion of all safety documentation required at the facilities.                                                                                                                                                                                             |



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

| <b>Physical strength for this position is indicated below with “X”</b><br>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |                                                                                                                                                    |                                                                                       |   |                                                                                           |                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---|-------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Sedentary                                                                                                                                                                                                                                                                                                                                                | Light                                                                                                                                              | Medium                                                                                | X | Heavy                                                                                     | Very Heavy                                                                                   |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.                                                                                                                                                                                                                                                          | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. |   | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

| <b>Work Environment for this position is indicated below with “X”</b><br>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |                                                                                                                     |                                                                                                                                                                                                                            |  |                                                                                                                                                                                                                                                                                                                                                                                                                        |   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Office                                                                                                                                                                                                                                                                                                                                                  | Outdoors                                                                                                            | Vehicle                                                                                                                                                                                                                    |  | Office and Field/ Plant/ Warehouse                                                                                                                                                                                                                                                                                                                                                                                     | X |
| Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.                                                                                                                                                                                                                               | Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration. | Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel. |  | The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation |   |

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computer and related software, mower, trimmer, gas vacuum, power tools, chemical feeders, pool pumps and motors, plumbing equipment

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety Footwear, Hard Hat, Gloves, Safety Glasses, Hearing Protection, Uniform.