

Position: CERTIFIED POOL MAINTENANCE TECHNICIAN

Civil Service Title: NORDC Pool Maintenance Technician (c6180)

Main Function: NORDC Certified Pool Operator(s) will perform skilled work in maintaining, repairing, and replacing mechanical, chemical, or hardware in the operation of indoor and year round outdoor pools throughout the city.

Reports to: *NORDC Maintenance Director*

Duties:

- Practices preventive maintenance for pumps, suction lines, drains, balance tanks, valves, hair and lint strainers, flow and control switches, flow meters, and gauges to meet all local, state, and federal codes and sanitation regulations;
- Maintains operational parameters of filtration and recirculation to meet all Louisiana state health code and sanitation regulations;
- Drives a city vehicle to and from work sites while obeying all traffic laws;
- Assists in upholding and enforcing safety codes and regulations, NORDC swimming pool rules, administration regulations, and parish, state and federal laws;
- Interprets the practices that are specific to health codes and regulations;
- Tests, adjusts, and logs water chemistry to meet code standards;
- Maintains an inventory of equipment and supplies and any other required administrative records;
- Documents all repairs and maintenance, materials used, keeps appropriate records and prepares reports as needed;
- Assists in the development and maintenance of aquatic facility specific emergency and accident policies and procedures;
- Maintains current knowledge of developments of pool equipment, facility renovation and maintenance techniques and develops proposals;
- Reviews scheduled activities for pools to assure the appropriate scheduling of pool maintenance according to safety and compliance standards;
- Strives to assure the safety, health and comfort of all pool users and employees in the performance of duties at all times;
- Monitors the posting of appropriate notices regarding pool rules and safety procedures for users;
- Participates in special events as assigned;
- Maintains confidentiality and a positive representation of NORDC at all times;
- Maintains professional growth by attending in-service and meetings as requested/required; and
- Performs other related duties assigned.

Knowledge, Skills and Abilities:

- Ability to lift a minimum of 25 pounds and up to 50 pounds occasionally
- Ability to work independently and in teams to complete job duties and assignments in a timely manner with limited supervision
- Physical ability to stand and/or sit for the duration of the shift while using the necessary tools and supplies
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Knowledge of NORDC policies and procedures

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- Ability to establish and maintain effective working relationships with general public, staff, patrons, and individuals from diverse backgrounds to maintain order in the pool and adjacent areas firmly and tactfully.
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner
- Ability to react quickly and calmly in emergency conditions.

Employment Requirements:

- One (1) year of full-time experience in the trade of pool maintenance and operation required;
AND
- Certified Pool Operator Certification;
- Possession of nationally recognized Community First Aid and CPR for the Professional Rescuer certification from a professional provider, preferred.
- Must be willing to work mornings, mid-day, evenings, weekends, and holidays; and
- Must maintain an Orleans Parish domicile.

Compensation:

Base Wage: \$30,353/annual salary

Work Week: 40 hours per week, subject to flex time and working mornings, mid-day, evenings, weekends, and holidays.