

Parkcrest Pool Maintenance Manager:

Minimum Requirements: basic mechanical ability, takes ownership, flexible, self-directed, self-motivated, positive attitude, leadership qualities, and enthusiastic about interacting with staff and pool members of all ages

Pay: Salary/hourly based upon experience and availability

Hours: Approximately 460 hours total. 160 hrs. for the Season Opening and Closing, 3 hrs./day for each of the approximate 100 days the pool is open. You will also have first responder responsibilities throughout the season for any emergencies that may arise.

Expect to be at the pool for 160 hrs. during the month leading up to the pools opening day (Memorial Day Weekend) learning how the pool operates and helping get the pool ready. Once the pool is open, expect to spend a minimum of 3 hours a day, 7 days a week, monitoring checking chemical levels as checked and logged by the Head Guards or General Manager and maintaining the pool starting in the morning before the pool opens at 6am M-F and Noon S-S and checking back late afternoon or evening.

Reporting relationship: Reports to the Board of Directors for policies and overall direction. Prepares a report for/attends all Board of Directors meetings. Coordinates daily with the General Manager to address any facilities issues. Delegates tasks to the head lifeguards as needed to help keep the pool safe, beautiful, and functional – e.g. mowing and leaf blowing.

Recommended: [Certified Pool & Spa Operator Certification](#), basic understanding of electrical, plumbing, and carpentry

Requirements:

- Performing / Coordinating any tasks needed to ensure club's seasonal opening goes smoothly (tasks for opening usually start one month before Memorial Day).
- Performing / Coordinating any major / minor capital improvement projects as budgeted or otherwise approved by the Board of Directors.
- Daily, before pool opens, ensure pool systems are safe, functional and chemical levels are ok.
- Daily, inventory and order chemicals and pool supplies to sustain adequate amounts.
- Daily, perform maintenance as needed to ensure pool is safe, functional, and beautiful.
- Events/Programs, be present and assist the General Manager with facility requirements for certain events - primarily:
 - Pool Clean-Up Days
 - Adult Social
 - Trivia Night
 - Water Ballet Show
 - Doggy Dip
- Performing / Coordinating any tasks needed to winterize the club upon season's completion (usually after Labor Day).

Knowledge Required:

- Quickly learn the necessary procedures and methods used to maintain the swimming pools in good working order.
- Basic operations, tools, and terms used in building, grounds, and custodial maintenance.
- Proper methods of maintenance and mechanical repair work, and acquire skill quickly in work requiring mechanical ability.

Responsibilities:

- Overall safety and well-being of the Parkcrest facility.
- Proper swimming pool chemical management including delegation to Head Guards of monitoring and logging of water tests – installs all chemicals unless delegated to General Manager.
- Performs cleaning of swimming pools as needed.
- Performs minor repairs to swimming pools.
- Responsible for ordering and maintaining inventory of chemicals, parts, and supplies as needed – but not bathroom paper and cleaning supplies which are the responsibility of the General Manager.
- Contracts skilled plumbers, painters, carpenters, electricians or other tradesmen when needed and approves timely and satisfactory completion of their work.
- Monitors condition of fences and gates and completes repairs.
- Minor repair work on doors, windows, roofs, floors, and other building parts.
- Replaces light bulbs and occasionally replaces light fixtures.
- Performs painting work.
- Assembles furniture and other structures.
- Makes minor adjustments and keeps equipment in good repair.
- Performs manual labor, custodial, and grounds work as directed by the Board or the General Manager.
- Monitors the need to mow and blow leaves and communicates such to the General Manager – expectation is mowing can be completed by lifeguards.
- Pressure wash pool deck, floors and tennis courts to maintain safety (slip hazards) and beauty.
- Perform other duties as assigned by the Board or the General Manager.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees.
- Working in enclosed spaces.
- Working on ladders at varying heights.
- Working with chemicals, tools, and powered machinery.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Standing for extended periods of time.
- Reaching overhead, horizontally, and above the shoulders.
- Dexterity of hands and fingers to operate a variety of specialized tools and equipment.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner with other employees and with members.

Apply at: <https://parkcrestpool.com/about/employment/>