

POOL MAINTENANCE OPERATOR

FLSA Status: Non-exempt
Safety Sensitive: No

Created: March 2026

DEFINITION:

Under direct supervision of the Pershing County Recreation Advisory Board Chairman and/or the Commissioner assigned to the Recreation Advisory Board. Performs unskilled and semi-skilled work in the care and maintenance of McDougal Sports Complex landscaped and recreation areas; performs semi-skilled maintenance and repair to park facility. Work assignments will vary depending upon season.

POSITION SUMMARY:

The Pool Maintenance Operator is responsible for the daily operation, maintenance, and cleanliness of the public swimming pool and related facilities. This position ensures the pool operates safely and in compliance with all health regulations by maintaining proper water chemistry, monitoring equipment, and performing routine facility upkeep.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Monitor and maintain proper pool water chemistry including chlorine, pH, and other required levels.

Test pool water regularly and maintain accurate records of chemical levels and adjustments.

Operate, inspect, and maintain pool filtration, circulation, and pumping systems.

Clean pool surfaces including vacuuming, brushing, and skimming debris from the water.

Maintain cleanliness of pool decks and surrounding facility areas.

Identify and report maintenance issues and assist with repairs when needed.

Ensure compliance with all local and state health and safety regulations.

Maintain inventory of pool chemicals and maintenance supplies.

Assist with opening and closing procedures for the pool season, including equipment setup and winterization.

Work cooperatively with lifeguards, recreation staff, and management to ensure safe pool operations.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of swimming pool operation and water chemistry.
Ability to safely handle and store pool chemicals.
Basic mechanical skills related to pumps, filters, and pool equipment.
Ability to follow safety procedures and health regulations.
Strong attention to detail and ability to maintain accurate records.
Ability to work independently and respond to maintenance issues quickly.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred.
Experience in pool maintenance or facility maintenance preferred (not required).
Certified Pool Operator (CPO) certification or ability to obtain within a specified time period.
Valid driver's license.
Ability to lift up to 50 pounds and perform physical tasks including bending, lifting, and standing for extended periods.

WORKING CONDITIONS:

Work is primarily performed outdoors in varying weather conditions.
Exposure to pool chemicals and cleaning agents.
May require early morning, evening, weekend, or holiday work depending on facility needs.

Employee's Acknowledgment:

Employee's Signature

Date signed