



Manhattan Beach
Unified School District

Swimming Pool Custodian

Department/Division:	Maintenance and Operations
Reports To:	Director of Maintenance and Operations/Plant Manager
Provides Direction To:	NA
FLSA Exemption Status:	Classified Bargaining Unit
Date Prepared:	May 1, 2014
Date Approved by Personnel Commission:	August 5, 2014
Date Adopted by Board:	August 20, 2014
Salary Range:	Range 18

MANHATTAN BEACH UNIFIED SCHOOL DISTRICT

DEFINITION

Under general supervision of assigned supervisor(s), cleans, maintains and repairs assigned District swimming pool(s) and related equipment to ensure safe and sanitary conditions; ensures compliance with the County Health Department standards; assists Operations Workers and performs a variety of routine maintenance duties as assigned, and performs related work as required. Work direction, oversight, and guidance are received from a Plant Manager, Operations Crew Leader, and the site administrator(s). General direction, supervision, and evaluation are provided by an assigned Maintenance and Operations administrator.

DISTINGUISHING CHARACTERISTICS

The Swimming Pool Custodian is a service level position. The incumbent must have a working-level experience performing swimming pool maintenance duties, and completion of formal or informal training in swimming pool chemistry water maintenance or a closely related field. In addition to demonstrating the competencies and abilities required of the position, the Swimming Pool Custodian must work cooperatively and productively with a diverse population of internal and external customers. Within this classification, opportunities exist to serve on off-hour shifts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains assigned District swimming pool(s) on a regular basis; brushes and vacuums pool(s), hoses down surrounding decks, backwashes filters for water clarity and keeps pumps clear, and strainers free of debris.

- Conducts daily inspections of pool water for proper chemical balances; conducts chemical tests of water; applies chemicals as appropriate to maintain proper pH and chemistry levels; determines if pool water is safe for student use.
- Inspects, maintains, repairs and replaces a variety of pool-related equipment including vacuums, mixers, pumps, motors, filters, valves, piping, tubing and gauges; troubleshoots chlorinator problems.
- Maintains safety equipment in operational condition; assures chlorine gas mask filter is current; installs plumbing for pools and related equipment.
- Performs a variety of pool maintenance duties on a periodic basis including acid-washing assigned pools, changing filters, removing and replacing electrical circulating pumps and motors; cleans, overhauls and repairs chlorinators.
- Drives electric cart. Performs daily vehicle inspection.
- Responds to emergency and non-emergency calls as needed.
- Works from verbal and written instructions, sketches, and work orders.
- Coordinates the cleaning and repair of pool(s) and equipment with various departments and outside contractors.
- Meets with County Health Department officials during mandated pool inspections to provide information or receive instructions for compliance; maintains pool maintenance records for review by the County Health Department; posts health and safety signs on pool deck.
- Updates supervisor on work of contractors and work crews, and status of projects.
- Maintains and cleans other assigned pool facilities, locker rooms and bathrooms.
- Checks schedule on a daily basis for special events and set ups.
- Performs the full range of duties of the Operations Worker class.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

- Proper methods, procedures, materials, tools and equipment used in the maintenance and operation of swimming pools and semi-skilled maintenance repair work
- Basic cleaning methods, uses and applications of cleaning materials
- Basic principles and practices of plumbing and electricity
- Principles of water flow
- Health and safety regulations
- Applicable laws, codes, rules and regulations related to assigned activities
- Record-keeping techniques

- Basic math
- Proper chemistry of swimming pool water
- Proper lifting techniques
- Basic work practices related to Operations Worker position
- Sufficient reading and writing ability in English to read work and safety instructions and document work activity onto standardized forms
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform all essential duties of the position with general supervision at an assigned school site or other District facility
- Swim
- Work independently and collaboratively with limited supervision; respond to emergencies
- Clean, maintain and repair assigned District swimming pool(s) and related equipment to ensure safe and sanitary conditions
- Inspect, install, maintain, repair and replace a variety of pool equipment
- Maintain proper chemistry of swimming pool water
- Operate a variety of hand and power tools
- Observe health and safety regulations
- Interpret, apply and explain applicable laws, codes, rules and regulations
- Conform to uniform code or dress standard
- Operate a vehicle observing legal and defensive driving practices; drive an electric cart
- Plan and organize work to meet schedules and timelines, on a daily basis
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing in English
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others, including site administrator(s) and swimming coaches
- Make mathematical calculations; maintain accurate records
- Perform work assignments on varying shifts as needed

EDUCATION, TRAINING, AND EXPERIENCE

Educational attainment equivalent to a high school diploma or its recognized equivalent. One year of experience in the operation and maintenance of commercial swimming pools. Any combination of training, education and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position.

LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS

Possession of a valid California C Driver's license throughout employment in a position in this classification.

Current pool operator's certificate or show proof of said certificate within three (3) months of employment.

Valid First Aid and CPR certificates issued by an authorized agency.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

While performing the duties of this class, employees are regularly required to use hands and fingers to feel, grasp, manipulate and operate objects, equipment and tools and to reach overhead, above the shoulders and horizontally. The employee must have sufficient strength to manipulate, lift, push, pull, and/or carry on a frequent basis, objects which weigh as much as 50 pounds or more, including objects weighing up to 100 pounds or more on an occasional basis. The employee is regularly required to stand for extended periods of time and climb, walk on even/and or uneven surfaces, stoop, kneel, bend, twist, and crouch, climb up and down ladders, stairs, and ramps of one or more stories above the ground. The employee is regularly required to hear and speak to exchange information in a proficient manner; distinguish strong odors which may warn of equipment malfunction or danger. The employee must be able to swim. The employee must be able to drive a vehicle.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

MENTAL DEMANDS

While performing the duties of this class, incumbents are regularly required to use written and oral communication skills in English. The employee must be able to write, to read directions, product labels, printed material, meters and gauges, instructions and safety information, and to observe environmental conditions; demonstrate judgment and professionalism when interacting with supervisors, co-workers, staff, students and others encountered in the course of work; learn quickly and follow verbal procedures and standards to accomplish assigned duties and to apply new skills. The employee must be able to work independently and follow a schedule. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees regularly work in an indoor environment, including damp or wet areas or areas with poor ventilation, and an outdoor working environment, including exposure to seasonal heat and cold or adverse weather conditions. Employees are regularly subject to exposure to hazardous materials, harsh chemicals, fumes, acids, chlorine, and possible exposure to blood borne

pathogens; working around and with machinery having moving parts; working at heights; working around water; performing physical labor; driving a vehicle to conduct work; wear protective clothing/safety gear in accordance with established standards. The noise level is occasionally loud.

OTHER CONDITIONS OF CONTINUED EMPLOYMENT

Participate in employer mandated training and re-training programs.