

# Operations Supervisor Job Description

## Position Overview

To provide a safe and clean environment in a public pool environment.

To coordinate maintenance on fixtures, equipment, and facility.

To ensure proper chemistry of pool and spa.

To guide staff to use proper maintenance techniques for janitorial and general cleaning.

## Minimum Qualifications

Knowledge of: safety and health codes for public swimming pools; safety procedures for storing, handling, and using hazardous chemicals.

Experience: maintaining and repairing and/or ability to coordinate work on commercial swimming pool mechanical equipment including water intake, outlet, and filtration systems; operating a water regulating, filtration, and purification system in a public swimming pool; using hand tools associated with plumbing, electrical trades, and pool maintenance.

Physical requirement: must possess adequate vision to distinguish colors and shades of color.

Special requirements: possess or ability to obtain Standard First Aid and CPR/AED certificate.

## Desired Qualifications

- Mature, capable, mechanically oriented person
- Self-starter, organizer, and effective communicator
- Skills in various building trades preferred (i.e., electrical, plumbing, construction, painting etc.)
- Mechanically inclined to set up, operate and detect various problems in mechanical systems
- Ability to accept guidance, supervision, and work with others
- Pool operator certification (CPO) or ability to obtain

## Responsible To

- ACP General Manager and Director

## Specific Responsibilities

- Engage self in regular and mandatory training for maintenance and safety procedures
- Supervise and coordinate maintenance staff and activities

- Orient and train staff for proper maintenance procedures
- Maintain inventory of maintenance, janitorial and pool supplies
- Repair and maintain operations of a public pool facility
- Maintain facility security alarm and camera system

Maintenance/ Operation. Typical duties: operates, repairs, maintains, and cleans mechanical equipment for pool and spa operation including water filtration and chemical purification systems, intake and outlet valves, chemical feeders, pumps, compressors, seals, vacuum equipment, UV system and chlorine metering devices; regulates water temperature and levels; determines and implements preventive maintenance program for pool operation; operates and maintains pool boiler system and participates in major repairs; restarts, reflags, and resets pilot and electrical boiler system and system alarms; insures non-mechanical pool equipment meets code specifications; coordinates walk-through inspections of pool facilities and takes necessary corrective action; oversees shut down for annual and emergency maintenance procedures; monitors building operations and insures sanitation codes are met; stores toxic chemicals; sanitizes swim decks and acid-washes pool, decks, gutters, and filters; vacuums pool floors; replaces lights.

2. Safety. Typical duties: submits water samples for health department testing; tests and maintains pool chemical levels; tests and services safety equipment; administers first aid, CPR, and automated external defibrillation (AED) when necessary; complies with health and safety codes.

3. Administrative. Typical duties: prepares equipment specifications for purchases and bids; oversees contracted work; prepares and maintains work requests, facility reports and other reports as needed.

### **WORK SCHEDULE**

Approximately 25 – 35 hours per week based on business and seasonal needs.  
Additional hours are possible in the future.

### **COMPENSATION**

\$20 - \$25 DOE

### **APPLICATION DETAILS**

- Cover letter, resume, and ACP application form.
- First deadline September 10. Position open until filled.

# ARCATA COMMUNITY POOL

North Humboldt Recreation & Park District

1150 16<sup>th</sup> Street, Arcata, CA 95521 Phone (707) 822-6801

## Employment Application

FULL NAME \_\_\_\_\_

PHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

LOCAL ADDRESS \_\_\_\_\_

PERMANENT ADDRESS (IF DIFFERENT) \_\_\_\_\_

DRIVER'S LICENSE # \_\_\_\_\_

OTHER TYPES OF WORK YOU WOULD CONSIDER \_\_\_\_\_

# OF HOURS YOU WOULD LIKE TO WORK \_\_\_\_\_

ARE YOU LEGALLY ENTITLED TO WORK IN THE U.S. \_\_\_\_\_

HIGHEST LEVEL OF EDUCATION: \_\_\_\_\_

### RELATED EXPERIENCE:

1. JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

2. JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

3. JOB TITLE \_\_\_\_\_ SUPERVISOR \_\_\_\_\_ PHONE \_\_\_\_\_

COMPANY NAME \_\_\_\_\_ LENGTH OF EMPLOYMENT \_\_\_\_\_

OTHER EXPERIENCE: \_\_\_\_\_

### REFERENCE:

1. NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATION \_\_\_\_\_

2. NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATION \_\_\_\_\_

3. NAME \_\_\_\_\_ PHONE \_\_\_\_\_ RELATION \_\_\_\_\_

DO YOU HAVE ANY PHYSICAL CONDITION WHICH MAY LIMIT YOUR ABILITY TO PERFORM THE  
JOB(S) FOR WHICH YOU ARE APPLYING? \_\_\_\_\_ IF YES, PLEASE DESCRIBE \_\_\_\_\_

**CERTIFICATIONS/RELATED TRAINING (EX. LIFEGUARD, CPR, WSI, EMT...ETC)**

1. CERTIFICATION \_\_\_\_\_ AGENCY \_\_\_\_\_  
ORIGINAL TRAINING DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

2. CERTIFICATION \_\_\_\_\_ AGENCY \_\_\_\_\_  
ORIGINAL TRAINING DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

3. CERTIFICATION \_\_\_\_\_ AGENCY \_\_\_\_\_  
ORIGINAL TRAINING DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

4. CERTIFICATION \_\_\_\_\_ AGENCY \_\_\_\_\_  
ORIGINAL TRAINING DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

5. CERTIFICATION \_\_\_\_\_ AGENCY \_\_\_\_\_  
ORIGINAL TRAINING DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

6. CERTIFICATION \_\_\_\_\_ AGENCY \_\_\_\_\_  
ORIGINAL TRAINING DATE \_\_\_\_\_ EXPIRATION DATE \_\_\_\_\_

CERTIFICATION- UNDER THE PENALTIES OF PERJURY, I CERTIFY THAT THE INFORMATION PROVIDE ON THIS FORM IS TRUE, CORRECT, AND COMPLETE.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_