

HARTFORD PARKS AND RECREATION DEPARTMENT
Certified Pool Operator
Job Description

**FISA Designation: Non-exempt seasonal
Hartford Parks and Recreation**

**Pay Classification: Contract Agreement –
Minimum 12hrs. Per-Week**

GENERAL DESCRIPTION:

The Certified Pool Operator is responsible for the overall mechanical operation and maintenance of the Sherman Manning Pool. The Certified Pool Operator/Aquatic Facility Operator will work closely with the Pool Supervisor to ensure efficient and effective operation of the pool facilities including personnel management and training of pool staff in the monitoring and maintenance of the mechanical systems and water quality of the swimming pool facility. Duties involve the overall startup and inspection of operational equipment including filtration, chemical feed systems, water features, and the oversight and operations of closing/winterization of the pool facility. Perform routine and detailed facility inspections, water chemistry adjustments and provide the oversight and instruction to the Pool Supervisor or other assigned personnel in pool management and operational practices. Provide consultation throughout the season to the pool operations team. Perform on-site inspections and pool operation responsibilities to assure the safety of patrons, staff and the facility. The Pool Operator should have excellent organizational, communication and public relations skills.

ESSENTIAL RESPONSIBILITIES:

- Perform or assign on-site facility inspections of the pool facility on a daily basis. Report facility inspections through the documentation process
- Perform chemical analysis and make the necessary adjustments accordingly
- Manage the mechanical system operations, maintenance, chemical treatments and filtration of the aquatic facility.
- Oversees, adjusts and documents water chemistry, filtration and circulation system functions that include testing water chemistry, making chemical adjustments, managing maintenance and operational problems.
- Maintain proper quantities and order when necessary supplies and chemicals for the aquatic facility operations
- Assist Pool Supervisor in the training process of all pool staff
- Insure employees under his/her direct supervision are properly trained in their duties.
- Work with the Pool Supervisor to insure proper operating condition of all equipment
- Inform HPRD when supplies are needed and if equipment needs repaired
- Meet with the HPRD staff once each week and provide information concerning pool operations
- Other duties as deemed necessary or as required.
- Supervises the set-up & breakdown and storage of all equipment at the beginning and end of the season.
- Evaluates facility operations and submits detailed end of year report to the Parks and Recreation Director.

SUPERVISION RECEIVED:

- Receives daily supervision from the Superintendent of Parks & Facilities.

QUALIFICATIONS - Required:

- Have a thorough knowledge of the philosophy and objectives of the Hartford Parks and Recreation Department.
- Have a Certified Pool Operator/Aquatic Facility Operator certification or must possess 2 or more years of aquatic facility operations experience and have thorough knowledge and understanding of a comprehensive aquatic facility program and operation.
- Must have or be able to obtain a certificate in CPR and First Aid training.

Education & Experience: Prefer candidates with significant knowledge and experience in pool management operations. Training equivalent to high school diploma required. Certified Pool Operator or Aquatic Facility Operator experience preferred. Must have CPR & First Aid Certification.

Age: Must be eighteen years of age or older.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and

written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning employee scheduling, supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Accountability: Employee is responsible for limited budgetary control of the department. The employee does not participate in the annual department budget process.

Supervision: The HPRD Staff provides supervision and job related decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

I have received, reviewed and fully understand the job description for Certified Pool Operator/ Aquatic Facility Operator. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Name: _____ Date: _____

Employee's Signature: _____