

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Aquatics Maintenance Manager  
Reports to: Park Services Superintendent  
Position Status: Full-time  
Payroll Status: Salaried

### **JOB SUMMARY**

The Aquatics Maintenance Manager functions as the operating engineer with responsibility for multiple pools, facilities, HVAC and aquatics systems, day-to-day pool maintenance and operations, supervising janitorial and maintenance staff, trouble-shooting problems, safety, water quality, project management, and emergency services. This is a working operating engineer/ maintenance position.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Perform pool, equipment, systems, and facility maintenance, troubleshooting, testing, and repair or replacement functions.
2. Perform and serve as a liaison with District staff, contractors, regulatory, safety, inspection and, health services regulatory agencies.
3. Responsible in cooperation with recreation supervisory personnel, for pool and aquatics facility related parts and equipment research, purchasing and ordering, receiving, stores storage, and expediting.
4. Perform and monitor pool and facility projects, functions, facility and equipment operations, safety, and compliance with regulatory standards.
5. Assist with accident investigations, risk management, and program safety and quality assurance.
6. Responsible for pool and aquatics facility and equipment operations and emergency services and must function as a first responder as needed.
7. Assist the Superintendents and Division Directors in preparation and monitoring of pool budgets and in project planning.
8. Hire, train, schedule, and supervise maintenance personnel who clean and maintain the Aquatic Center facility.
9. Plan and schedule with recreation supervisory personnel, pool, equipment, and systems functions, as well as overall aquatics facilities operations, maintenance, safety, and other items as needed.
10. Coordinate aquatics department maintenance functions in cooperation with aquatics management and supervisory personnel, park services division management and supervisory personnel, pool customers, visitors, and other persons as necessary.
11. Attend various continuing education meetings, seminars, and workshops.
12. Ensure Facility is meeting all county, state and federal codes and laws.
13. Understand and knowledgeable in personnel and operations policies and procedures.
14. Perform other duties and responsibilities as assigned by supervisor.

## **QUALIFICATIONS**

- Equivalent to three years related electrical, mechanical, equipment, and operating engineer related experience with skills in safety, planning, and project management.
- Requires Associate Degree and/or maintenance related training, or equivalent experience and training supplemented with continuing education.
- Requires current Certified Pool Operator (CPO) or equivalent certifications.
- Live within a reasonable driving distance of the aquatic center.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to plan, lead, and troubleshoot pool maintenance and operations, regulatory compliance, and safety for a large aquatic facility.
- Thorough knowledge of aquatic systems equipment related maintenance and control systems with knowledge of project planning and facility administration.
- Ability to perform maintenance and operations duties including equipment operations and assistance with cleanups, meet and event preparations, and building trade functions.
- Ability to effectively lead, communicate, and articulate department activities.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, teams, event hosts and participants, and the public. Ability to accept direction for professional/departmental/divisional improvement.
- Knowledge of and ability to implement trends and practices in aquatics equipment operations, public health, and water quality standards.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and technical information.
- Ability to effectively supervise diverse work activities of skilled and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise pool operations plans and reports using applicable software.
- Strong computer skills including proficiency with Microsoft Word, Excel, Outlook required

## **WORK ENVIRONMENT AND PHYSICAL EFFORT**

Work is performed in a pool, shop, and office environments and requires occasional evening calls and weekend duties, the ability to lead and perform equipment services duties that require sustained, strenuous physical exertion. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to perform parks services duties that require sustained, strenuous physical exertion that includes activities such as moving and heavy lifting of items up to 50 pounds; also stacking, pushing, pulling, bending, twisting, climbing and standing for extended periods.
- Ability to work at heights, and in dark conditions and hot, humid and noisy environments.

- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Work environment may be noisy at times.
- May experience exposure to extended periods of sun, rain, cold temperatures, wind and potentially uneven terrain that may contain trip hazards.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

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Manager Name

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Employee Signature

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Manager Signature