

Middletown, CT Job Description

Classification Title	Pool Superintendent
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform general cleaning, maintenance and security at the pool and athletic facilities. ~~and to respond to emergencies in the pool facility. The work is performed under the direction of the Custodial Manager.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Maintains pool. ~~Tests water chemistry~~ and; adds appropriate chemicals. ~~Balances pool water and vacuums pool. Backwashes pool filter; filter and cleans~~ filter tank. ~~vacuums pool.~~ Orders pool supplies and equipment.
- Inspects pool competition equipment, diving boards and starting blocks. ~~Inspects and tests pool safety equipment.~~
- Cleans pool and athletic areas. ~~Sanitizes locker rooms, rest rooms, deck and bleachers. Cleans the Natatorium and facilities adjacent to the pool. Cleans offices, gym, weight rooms, windows, cafeteria and halls.~~
- Maintains buildings and equipment. ~~Changes HVAC filter in unit ventilation and air handlers.~~
- Performs exterior landscaping functions. ~~Removes snow and ice from roof and grounds.~~
- Sets up and breaks down equipment and facilities for special events.
- ~~Removes trash from buildings and grounds.~~
- ~~Inspects buildings and facilities in the case of alarms. Responds to emergencies in the pool facility.~~
- ~~Assists trades people with their work; supervises summer student help.~~

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- ~~• Makes deliveries to other municipal buildings. Moves furniture. Orders and installs light bulbs.~~
- ~~• Meets with supervisors regarding construction.~~
- ~~• Prepares invoices, work orders, logs, etc.~~
- ~~May be required to fill~~ in for Superintendent III in his/her absence. Supervises custodians as needed.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

High school diploma or equivalent with vocational/technical training and at least with three years of pool/facility maintenance experience ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

- ~~• Pool operator requires ability to obtain a Swimming~~ Pool Operator's License.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.~~
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the a~~Ability to act as a lead person.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as billing invoices, purchase requests, work orders,

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architectural drawings, blueprints, maintenance manuals, MSDS, procedures, guidelines and non-routine correspondence.

- ~~Requires the ability to communicate orally and in writing with the Director of Facilities, Custodial Manager, Caf  Manager, principals, teachers, students, parents, custodial workers, Fire Marshall, contractors and the public.~~
- ~~Requires the a~~Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- ~~Ability to R~~elate to and interact with a non-traditional and diverse student and employee population
- ~~Ability to W~~ork independently
- ~~Ability to R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- ~~Ability to H~~andle common inquiries or complaints
- ~~Ability to E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- ~~Ability to D~~efine problems, collect data, establish facts, and draw valid conclusions
- ~~Ability to E~~xercise good judgment and focus on detail as required by the job
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

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PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, grounds maintenance and custodial equipment, hand and power tools and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as custodial duties.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

WORKING CONDITIONS

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

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to

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qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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