

The Maryland-National Capital Park and Planning Commission

TITLE: Pool Mechanic I
SERIES: Trades Series

GRADE: T03
CODE: 2456 EEO: Skilled Craft

DATE: 5/30/2019
FLSA: Non-Exempt

Class Definition:

Under general supervision, performs skilled work in the repair and maintenance of electrical and mechanical swimming pool equipment involving moderate responsibility, complexity and variety. Receives work orders for pool mechanical projects, performs summer operations and winter shut downs, simple repairs, outsources major repairs, troubleshoots mechanical systems, performs recordkeeping, operates vehicles and equipment, handles hazardous chemicals and follows safety procedures. Guides activities of Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers and coordinate the work of contractors. Work is checked by Inspectors and Trades Shop Supervisors. Applies knowledge of standard swimming pool mechanical practices and methods, local and national electrical codes and County Board of Health regulations regarding swimming pools. Follows procedures and applies standard solutions to a range of common or recurring problems. Interacts with people inside and outside the work unit to exchange routine and non-routine information. Performs other duties, as assigned.

Work is assigned in terms of continuing responsibilities. Specific instructions are given for new assignments. The incumbent carries out regular, recurring work independently in conformance with established policies and procedures, resolves routine work problems by selecting and applying the appropriate guideline(s), keeps the supervisor informed, and brings procedural exceptions to the supervisor or a higher-grade employee for guidance or resolution. The work is subject to review, and upon completion for conformance with instructions and other guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

Examples of Important Duties:

1. Receives work orders for swimming pool mechanical repair projects; reads and interprets construction plans, blueprints, wiring diagrams and schematic drawings to perform routine pool mechanical work. Prepares outdoor swimming pools and pool buildings for summer operations and winter shut down.
2. Uses a variety of manual and power tools to perform simple repairs or refer full performance journey level work to appropriate trade area or ensures contracted service providers carry out the work appropriately. Inspects swimming pools and maintains operation of pumps, motors, filters, computerized electronic controls, plumbing and pool equipment.
3. Troubleshoots and oversees mechanical systems abnormalities by using appropriate testing devices to locate malfunctions, makes repairs and resolves issues in a timely manner.
4. Assists with preparation and maintenance of records of expenditures, materials used and tasks completed on each project and other required administrative paperwork.
5. Drives vehicle to carry workers and haul tools, equipment, materials, and supplies; takes vehicle to garage for maintenance and repairs. Sets up equipment and tools for safe operation at job sites; loads and unloads tools, equipment, supplies, and materials; maintains or assists in maintenance of trucks, supplies, tools, equipment or materials. Provides routine maintenance and repair of equipment.

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6. Handles hazardous chemicals such as chlorine, bromine, muriatic acid, caustic soda and test kit materials for pool set ups.
7. Guides and checks work of Trades Apprentices and Park/General Maintenance Workers; provides instruction on proper procedures and safety. Coordinates and sponsors contractors to carry out work activities in relation to service terms of agreement and procedures; provides information on site designs to architects, engineers, pool consultants and contractors as required.
8. Utilizes personal protection equipment such as respirator, foot and eye protection while performing duties; performs critical Americans with Disabilities Act (ADA) compliance work to remove barriers. Sets up equipment and tools safely at job sites.
9. Attends training to increase knowledge, awareness and safety; attends technical classes to keep up with pool operation.
10. Complies with Commission's practices regarding recycling and disposal.

Important Worker Characteristics:

- A. Knowledge of: (1) standard swimming pool mechanical practices and methods; (2) Maryland Occupational Safety and Health (MOSH) and Occupational Safety and Health Administration (OSHA), fire and building codes, ADA compliance; (3) local and national electrical codes; (4) County Board of Health regulations regarding swimming pools; (5) Commission policies and procedures*; (6) hazardous materials; and (7) confined spaces.
- B. Skill in operation of: (1) hand and power tools; (2) electrical and plumbing testing instruments; (3) office equipment; (4) motor vehicles; and (5) light construction equipment (e.g., forklift, man lift)*.

**Typically acquired or fully developed primarily after employment in this job class.*

- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; and (3) obtain cardiopulmonary resuscitation (CPR) and first aid certifications.
- D. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include understanding and applying principles to solve practical problems; coordinating and sponsoring contractors to carry out work activities in relation to service terms of agreement and procedures and providing information on site designs to architects, engineers, pool consultants and contractors as required.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand.

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Examples include reading and understanding manuals, blueprints, sketches, construction plans and drawings.

- F. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.

Minimum Qualifications:

1. High school diploma or Certificate of General Educational Development (GED).
2. Two (2) years of experience in mechanical, electrical or plumbing repair.
3. Valid Pool Operators License.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.
5. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
6. Pass Commission medical examination.

Working Conditions:

Occasionally performs work indoors and outdoors; exposure to varied weather conditions, confined spaces, heights, dirt, noise, dust, fumes, hazardous chemicals and electrical shock. Must be available to work during emergencies. Positions in this class occasionally remains in a stationary position, move about inside and outside, operate and maneuver vehicles, tools and equipment, ascend and descend ladders, position self to complete manual work, pull and use fingers to perform mechanical work, move equipment, tools and objects weighing up to 50 pounds.

Examples of Pool Mechanic I Work:

- Repairs to pool filtration systems.
- Changes filter media, inspects and repairs pipes, drain covers and pool shell.
- Tests pools for appropriate chemicals and adjusts for imbalances.