

## The Maryland-National Capital Park and Planning Commission

TITLE: Pool Mechanic II      GRADE: T04      DATE: 5/30/2019  
SERIES: Trades Series      CODE: 2457      EEO: Skilled Craft      FLSA: Non-Exempt

### Class Definition:

Under general supervision, performs skilled work in the repair and maintenance of electrical and mechanical pool equipment involving work of journey-level responsibility, complexity and variety. Plans work, performs summer operations and winter shut downs, repairs and outsources major repairs, troubleshoots mechanical systems, performs recordkeeping, purchasing and inventory, assigns, trains, checks and coordinates the work of other employees, operates vehicles and equipment, handles hazardous chemicals, and follows safety procedures. Applies considerable knowledge of standard pool mechanical practices and methods, Occupational Safety and Health Administration (OSHA), Maryland Occupational Safety and Health (MOSH), fire and building codes, hazardous materials and Americans with Disabilities (ADA) compliance, local and national electrical codes, and County Board of Health regulations regarding swimming pools. Performs various types of analyses and makes the full range of calculations. Interacts with people inside and outside the organization, including the public, to exchange information, coordinate, obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities and requirements of specific assignments. The incumbent independently plans and carries out the work in conformance with established policies and procedures and accepted practices, resolves commonly encountered work problems and deviations by selecting and applying the appropriate guideline(s), keeps the supervisor informed and brings procedural exceptions to the supervisor's attention for guidance or resolution. The work is expected to be accurate, timely and consistent with guidelines – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other factors.

### Examples of Important Duties:

1. Installs new pool filtration systems and troubleshoots and makes repairs to existing systems. Completes rough-ins of filtration and discharge systems. Consults on new installations.
2. Receives work orders for pool mechanical repair projects; schedules incoming repairs and preventative pool maintenance. Determines types of repairs needed and makes repairs; reads and interprets construction plans, blueprints, wiring diagrams and schematic drawings to perform pool mechanical work. Coordinates and prepares outdoor pools and pool buildings for summer operations and winter shut down.
3. Uses a variety of manual and power tools to perform difficult repairs or refers work to appropriate trades area or ensures contracted service providers carry out the work appropriately. Inspects pools and oversees maintenance in operation of pumps, motors, filters, computerized electronic controls, pipes, plumbing and pool equipment.
4. Troubleshoots and oversees mechanical systems abnormalities by using appropriate testing devices to locate malfunctions, makes repairs and resolves issues in a timely manner.

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5. Drives motor vehicles 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 trucks, supplies, tools, equipment or materials; conducts and/or oversees routine maintenance and repair of equipment. Handles hazardous chemicals such as chlorine, bromine, muriatic acid, caustic soda and test kit materials for pool set ups.
6. Assigns, trains and checks work of other Pool Mechanics, Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers; provides instructions and assists with training on proper procedures, trade methods, 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.
7. Completes required administrative paperwork and recordkeeping; maintains electronic repair records information system. Assigns and maintains inventory of power equipment, tools, safety equipment and vehicles assigned to crew. Obtains quotes, makes purchases and checks invoices to ensure materials are received and delivered.
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. Complies with Commission's practices regarding recycling and disposal.

### Important Worker Characteristics:

- A. Considerable knowledge of: (1) standard pool mechanical practices and methods; (2) OSHA, MOSH, fire and building codes, Americans with Disabilities Act (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.*

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- C. Ability to: (1) calculate fractions, decimals, and percentages; (2) complete work orders and other work-related paperwork; (3) assign, train and check skilled mechanical work with minimum supervision; and (4) 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; operating a variety of technical equipment.
- E. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information verbally so that others will understand. 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. Four (4) years of progressively responsible experience in mechanical, electrical or plumbing repair.
3. An equivalent combination of education and experience may be substituted, which together total four (4) years.
4. Valid Pool Operators License.
5. 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.
6. Depending on area of assignment, a valid Commercial Driver's License (CDL) with appropriate endorsements may be required.
7. Pass Commission medical examination.

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### 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 II Work:

- Installs new pool filtration systems, troubleshoots and makes repairs to existing pool filtration systems.
- Replaces pumps and motors, changes filter media, completes rough-ins to include pool water filtration and discharge piping, makes underwater inspections and repairs to pipes, drain covers, and pool shell.
- Performs winterizations and pre-season openings.
- Handles chemicals and test materials for pool set ups.