

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Pool Mechanic III      GRADE: 20      DATE: 5/30/2019  
SERIES: Trades Series      CODE: 2458      EEO: Skilled Craft      FLSA: Non-Exempt

### Class Definition:

Under direction, leads, coordinates and monitors the work of other Pool Mechanics. Additionally, may direct, lead, coordinate and monitor the work of Trades Apprentices and Park/General Maintenance Workers who support trades workers to perform a full range of repair and maintenance of electrical and mechanical swimming pool equipment work of the highest complexity and variety. Plans and leads crew projects, performs summer operations and winter shut downs, repairs and outsources major repairs, troubleshoots mechanical systems, performs recordkeeping, purchasing and inventory, assists with supervision, operates vehicles and equipment, handles hazardous chemicals, and follows safety procedures. Applies extensive knowledge of considerable knowledge of standard swimming pool mechanical practices and methods, 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 to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, known or suspected problems. The incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable guides. The incumbent is to keep the supervisor informed and to seek assistance only for highly complex or sensitive matters. Work is expected to meet objectives highly effectively – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

### Examples of Important Duties:

1. Consults and leads on new installations; reviews plans. Plans crew projects; receives work orders for swimming pool mechanical repair projects. Schedules incoming repairs and preventative pool maintenance; determines type of repairs needed. Reads and interprets construction plans, blueprints, wiring diagrams and schematic drawings to perform pool mechanical work.
2. Leads crew(s) on projects; plans, assigns and checks work of other Pool Mechanics, Trades Apprentices and Park/General Maintenance Workers who support skilled trades workers. Coordinates activities from beginning to end of projects; inspects all work and keeps repair/maintenance projects on schedule. Provides training and technical assistance on assignments.
3. Inspects pools to ensure health department codes are met. Coordinates and prepares outdoor swimming pools and pool buildings for summer operations and winter shut down.

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Pool Mechanic III      GRADE: 20      DATE: 5/30/2019  
SERIES: Trades Series      CODE: 2458      EEO: Skilled Craft      FLSA: Non-Exempt

4. Uses a variety of manual and power tools to perform 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, plumbing and pool equipment; and makes underwater inspections, as necessary.
5. Troubleshoots and oversees mechanical systems abnormalities by using appropriate testing devices to locate malfunctions, leads crews in repairs or makes repairs and resolves issues in a timely manner.
6. 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.
7. Handles hazardous chemicals such as chlorine, bromine, muriatic acid, caustic soda and test kit materials for pool set ups.
8. Performs as primary evaluator and provides guidance for assigned personnel; assists with providing performance evaluations, personnel forms and documents as prescribed by regulations and enforce Commission rules, regulations, and policies.
9. Oversees the work of contractors to ensure that work activities are carried out in relation to service terms of agreement and procedures; provides information on site designs to architects, engineers, pool consultants and contractors as required.
10. Completes required administrative paperwork and recordkeeping; maintains electronic repair records information system; maintains crew and project schedules and records of materials used, tasks completed, accidents and injuries. Records and updates electronic database with vehicle maintenance data and other work assignments.
11. 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.
12. 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.
13. Attends training to increase knowledge, awareness and safety; attends technical classes to keep up with pool operation.
14. Complies with Commission's practices regarding recycling and disposal.

### Important Worker Characteristics:

## The Maryland-National Capital Park and Planning Commission

TITLE: Pool Mechanic III      GRADE: 20      DATE: 5/30/2019  
SERIES: Trades Series      CODE: 2458      EEO: Skilled Craft      FLSA: Non-Exempt

- A. Extensive 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; (3) lead 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.
- 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 interpreting construction plans, blueprints, wiring diagrams and schematic drawings to perform pool mechanical work.
- 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. Six (6) years of progressively responsible experience in mechanical, electrical or plumbing repair, that includes two (2) years' experience directing the activities of others.
- 3. An equivalent combination of education and experience may be substituted, which together total six (6) 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

## **The Maryland-National Capital Park and Planning Commission**

TITLE: Pool Mechanic III      GRADE: 20      DATE: 5/30/2019  
SERIES: Trades Series      CODE: 2458      EEO: Skilled Craft      FLSA: Non-Exempt

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.

### 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 III Work:

- Ensures that all health department codes are met.
- Reviews plans for new and existing pool systems and leads installations, makes underwater inspections and repairs to pipes, drain covers, pool shell, as needed.
- Performs seasonal winterizations and facilities with shutdown.
- Performs pre-season openings.
- Handles chemicals and test materials for pool set ups.