



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE: Aquatics Maintenance Specialist 1, 2,3
JOB CODE: 359,357,360
CLASSIFICATION: Non-Exempt
DEPARTMENT/DIVISION: Community Services/ Recreation
SUPERVISOR: Recreation Program Manager

Position Summary:

Under general supervision of the Recreation Program Manager, maintains automated swimming pool chemistry controllers as well as filtration equipment. Performs troubleshooting equipment, preventative maintenance and repairs on equipment, and other facility-related equipment and structures. Maintains confidentiality of all privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities - Aquatics Maintenance Specialist 1:

- Performs water quality testing and documents on a regular basis to ensure adherence to health and safety standards; maintains proper operation of automated pool chemistry controllers, and filtration equipment.
- Monitors performance of heating, ventilation, and cooling systems for the facility; performs standard repair/replacement of components as appropriate, and non-technical maintenance tasks, such as cleaning of heating and cooling fan coil units and adjustment of system controls.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes workplace safety.
- Performs backwash on pools.
- Loads and unloads materials, equipment, and supplies.
- Assists with set up and break down for special events.
- Basic janitorial services, as needed.
- Performs other duties as required.

Additional Essential Duties and Responsibilities - Aquatics Maintenance Specialist 2:

- Maintains parts and supplies inventory for facility and equipment repairs; orders materials/supplies as required; maintains pool chemicals, supplies, and equipment.
- Maintains current knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems related to pools and plumbing systems.
- Record keeping of maintenance, equipment, services provided, replacements, and repairs.

Additional Essential Duties and Responsibilities - Aquatics Maintenance Specialist 3:

- Inspects, troubleshoots, performs, and documents preventative maintenance and a range of mechanical and electronic repairs.
- Coordinates and organizes electrical and plumbing maintenance and repairs on pools and equipment; performs other routine repairs.

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- Monitors, maintains, and performs standard non-technical maintenance and repairs to building electrical, plumbing, heating, and cooling systems such as fixtures, switches, tubes, leaking plumbing fixtures, cleaning obstructed waste lines, water supply systems, carpentry tasks including routine sheetrock/drywall installation and/or repair, painting and texturing, and door and hardware installation.
- Coordinates the work of internal employees and external contractors in the completion of aquatic facility cleaning, maintenance, and repair work, assisting, as necessary.
- Recommends aquatic maintenance budget.

Minimum Qualifications:

- High School Diploma or GED.
- Clerical and computer skills
- 1 year of experience in the trades industry, such as facility maintenance, pool maintenance, plumbing, electrical, heating/cooling, or carpentry services.
- Must possess or have the ability to obtain within thirty days of employment and must maintain Community CPR and First Aid Certificates.
- Must possess or have the ability to obtain within ninety days of employment and must maintain a Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certificate.
- Successful completion of the background investigation.

Additional Minimum Qualifications for Aquatics Maintenance Specialist 2:

- Two years of experience in facility maintenance, at least 1 year of which must be within the trades industry, such as pool maintenance, plumbing, electrical, heating/cooling, or carpentry services.
- Must possess or have the ability to obtain within ninety days of employment and must maintain a Pool & Spa Certified Pool & Spa Maintenance Specialist (CMS) certificate.

Additional Minimum Qualifications Aquatics Maintenance Specialist 3:

- Three years of experience in facility maintenance, at least two years of which must be within the trades industry, such as pool maintenance, plumbing, electrical, heating/cooling, or carpentry services.
- Must possess or have the ability to obtain within ninety days of employment and must maintain a Certified Service Technician (CST) certificate.

Preferred Qualifications:

- Valid New Mexico driver's license.
- 2 years of college and/or technical school
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certificate

Knowledge, Skills, and Abilities:

- Knowledge of applicable aquatic safety and water rules.
- Knowledge of water quality regulations, policies, and standards.
- Knowledge of characteristics and protocols related to hazardous chemicals.
- Ability to function comfortably in and around water and swim at least 25 yards.
- Ability to perform water quality testing according to specified protocols and procedures.
- Ability to operate, calibrate, and maintain swimming pool filtration, cleaning, and chemical control equipment.
- Ability to repair and maintain appliances and heating and cooling equipment.
- Ability to communicate effectively, both verbally and in writing.

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- Ability to work effectively with various constituencies in a diverse community.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, walk, and stand. The employee regularly uses manual and finger dexterity and visual acuity to complete tasks. The employee routinely uses a full range of mobility in upper and lower body; reaches overhead; and works in various positions, including stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time. The employee regularly lifts and/or moves up to 25 pounds and must occasionally move or lift up to 50 pounds with the assistance of appropriate equipment or another person.

Work Environment:

The work environment involves exposure to hazards or physical risks and requires following basic safety precautions. Work is performed both indoors and outdoors in an aquatic setting, with exposure to natural weather conditions and elements such as dirt, dust, fumes, smoke, chemicals, unpleasant odors, and/or loud noises. Travel, on-site response to emergency situations, evening, weekend, and holiday work may be required on short notice.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed: Revised: 10/18/2012, 3/20/2015, 12/1/2018, 7/21/2021, 03/17/2025