

## AQUATICS MAINTENANCE FOREMAN

### JOB DESCRIPTION

**Classification Responsibilities:** An Aquatics Maintenance Foreman exercises field supervision over one or more crews that are responsible for the day-to-day repair and maintenance operations for aquatic facilities and related public grounds. Responsibilities involve scheduling, overseeing, and evaluating trades work such as: carpentry, electrical and plumbing work, masonry, painting, and welding. Aquatic facility duties include: overseeing the day-to-day irrigation systems and schedule; turf care, grading and earthwork; maintenance, construction, and repair services for swimming pools and related aquatics facilities, fountains, and related pumps. Supervisory duties include: selecting, scheduling, training, and evaluation of subordinates and volunteers. Administrative duties include planning and coordinating the aquatic repair, construction, and maintenance projects; estimating and purchasing materials and supplies; monitoring costs for budget input; data gathering and report writing; purchasing equipment and supplies; coordinating equipment repair; monitoring of lighting, restroom, and landscape maintenance contracts; and coordinating maintenance schedules with recreational/aquatics programming staff and community sports organizations. This class may participate in work as needed. This class is responsible for performing related duties as required.

**Distinguishing Features:** An employee in this class functions as a first line supervisor for Parks and Aquatics Maintenance work groups. Employees in this class are expected to exercise independent judgment and initiative to ensure work is performed on schedule and according to established safety and quality standards. A significant amount of administrative work is characteristic of this classification. Supervision is received from the Aquatics and Parks Maintenance Supervisor who reviews work through conferences, reports, and results achieved. Incumbents assist the Aquatics and Parks Maintenance Supervisor in planning and scheduling daily work and seasonal projects. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from high school or GED, supplemented with coursework in aquatics, grounds, or landscape maintenance, horticulture, or agronomy. Considerable (3 - 5 years) experience in the maintenance and preparation of commercial aquatics facilities.

**Special Requirements.** Must meet the qualifications to wear a tight fitting respirator by passing a medical evaluation in accordance with CFR 1910.134 by hire or promotion date and must maintain certification. Must possess a valid Arizona Class C or higher Commercial Driver's License (CDL) with Hazardous Materials Endorsement (HME) or, if no CDL then must pass the written test for an HME designation by hire or promotion, and must apply for a Background Records Check (BRC) through the Transportation Security Administration (TSA) by hire or promotion date. The skills demonstration portion of the Class C CDL test must be completed within 150 days of hire or promotion and will be administered by a City of Mesa Third Party Tester. The TSA BRC approval letter must be received and returned to the CDL office for issuance of the HME within 150 days of hire or promotion.

Scuba certification, Certified Pool Operator (CPO) certification, and Certified Pesticide Applicator's License B-1, B-3, B-5, and B-9 are required within one year of hire or promotion.

**Substance Abuse Testing.** This class is subject to DOT Federal Motor Carrier Safety Administration (FMCSA) drug and alcohol testing as outlined in 49 Code of Federal Regulations (CFR) Part 382.

**Preferred/Desirable Qualifications.** Experience with personal computer (PC) applications and automated irrigation systems is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with subordinates, other City employees, contractors, vendors and suppliers, and the public in order to assign work to subordinates, give instruction in proper work methods, coordinate work, order supplies and materials, and respond to inquiries and complaints from the public. Communicates with professional organizations and recreational programming and community sports organizations in order to coordinate aquatic maintenance and establish and maintain effective working relationships. Prepares work orders, estimates of materials and supplies, activity reports, performance appraisals, and monthly reports in order to facilitate work and document aquatic maintenance activities.

**Manual/Physical:** Reviews the work of subordinates and contractors working on aquatics maintenance and preparation, equipment service and repair, and irrigation projects while in progress and upon completion, to ensure compliance with Department safety and maintenance operating standards. Inspects facilities and work projects for conformance with safety and operating standards. Conducts inspections to observe work habits, facility damage, turf material replacement needs, proper equipment use and maintenance, and adequacy of irrigation timetables. Operates a pickup truck requiring a Class C CDL with Hazardous Material endorsement in order to haul aquatics chemicals classified as hazardous materials. Operates power-driven machinery such as tractors, trenchers, loaders (front-end and skip loaders), wheel loader, jackhammer, concrete saw, floor sanders, forklifts, power washer, concrete and mortar mixers, and dump truck. Uses common hand tools such as: saws, routers, drills, drill press and sander, trowels, levels, tamper, screed, float, grout pump, transit, locators and testers, sprayer, rollers, brushes, mask and respirator, torches, electric snake, and grinder. Demonstrates how to perform those tasks that are infrequently done or are more difficult. Assists with the work of crews, primarily through performance of the more difficult tasks or in the demonstration of proper work techniques. Moves (loads and unloads) construction supplies, materials and equipment (with an aide to assist) weighing over 50 pounds such as bags of concrete (90 lbs.), blocks, bleachers, etc., to assist in transporting to work sites. Works in a variety of weather conditions while performing construction tasks. Works around or uses potentially hazardous materials (i.e., chlorines, acids, vapors/fumes from pool chemicals and paints) requiring the use of normal and specialized protective equipment. Meets scheduling and attendance requirements.

**Mental:** Plans, schedules, supervises, and evaluates the work of unskilled, semiskilled, and skilled workers and maintenance personnel. Sets work priorities and determines work projects to be conducted on a day-to-day basis. Determines equipment, materials, and personnel needed for specific projects. Coordinates the work of temporary personnel or outside contractors who may be assigned to work on major construction repair projects. Assesses and assigns priorities to problems and work assignments

when confronted with several pressing demands at one time. Reassigns workers from one project to another to meet emergency demands and changing priorities. Trains subordinate personnel in grounds maintenance tasks and equipment operation. Designs, interprets, and works from blueprints, sketches, and other diagrams. Develops irrigation schedules. Prepares recommendations on personnel, supplies, and equipment needs for the budget and monitors expenditures in assigned areas. Develops specifications for purchase of equipment, materials and supplies including research of products and equipment within area of responsibility.

**Knowledge/Skill/Abilities:**

Knowledge of:

the methods, practices, and materials used in masonry, rough and finished carpentry, welding, painting, plumbing, and electrical work;  
equipment and safety hazards common to parks maintenance work;  
safe installation procedures for aquatic facility and playground equipment;  
turf management standards for spraying of pesticides, turf growth practices, and soil mixes for turf areas;  
daily maintenance and operation of large commercial aquatics facilities;  
the procedures, materials, equipment, safety standards, and tools used in grounds maintenance;  
the diseases and pests, which may infest grass, and the various ways of treating them;  
the chemicals used to control plant pests and diseases and safety precautions to be observed in their use;  
soil treatment as related to the establishment of conditions conducive to the healthy growth of grass and other plants;  
the principles and methods of supervision, including scheduling, organizing, coordinating, training, and evaluation;  
the operation, maintenance, programming, and repair of irrigation systems;  
the techniques used in planning, budgeting, and goal setting; and  
PCs and office related software.

Skill in trades associated with aquatics maintenance, repair, preparation, alteration, and construction of grounds, facilities, and other landscaped areas.

Ability to:

resolve work procedure problems and questions presented by subordinate-level staff;  
coordinate and schedule part-time staff for special event setups; and  
supervise and coordinate the work of City and non-City maintenance staff during the City's exclusive use and shared-use of aquatic facilities.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Special Requirements 8/16

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JOB FCTN-ADM

INCREMENTS 81-200

PAY GRADE: 47

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