



# CITY OF PIEDMONT CALIFORNIA

Invites applications for the position of:

## **POOL OPERATIONS TECHNICIAN**

Part-time, approximately 30 hours per week

\$26 - \$33.19/per hour + benefits

Closing Date: August 1, 2025

The City of Piedmont is a primarily residential 1.7 square mile Charter City. Residents are civic minded and embrace traditions, while also looking for new opportunities to innovate and grow together as a community. With approximately 11,000 residents, the City is located in the beautiful Oakland Hills, overlooking the San Francisco Bay. Aptly named “Piedmont,” or “foot of the mountain,” its most distinct features are gardens, bridges, parks and schools that create a special sense of place. In 1907, residents voted to incorporate it as Piedmont, and in 1923 the City became a Charter City. The City will be opening a new all electric Community Pool featuring a state-of-the-art competition pool, activity pool and bathhouse facility.

### **DEFINITION**

Under general supervision, the Pool Operations Technician performs skilled, journey-level maintenance work to support the safe and efficient operation of the City’s aquatic facility. This includes maintaining pool water quality, servicing circulation systems, performing preventative and corrective mechanical work, and supporting overall pool facility upkeep.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Aquatics Recreation Supervisor. May provide guidance to temporary or seasonal aquatics maintenance staff.

### **CLASS CHARACTERISTICS**

The Pool Operations Technician classification is responsible for a variety of skilled tasks and facilities maintenance duties at a modern all-electric aquatic facility. Incumbents are responsible for maintaining pool chemistry, preventive maintenance, cleaning, repair, and operation of swimming pools, swimming pool circulation systems and filter equipment. This class will also perform skilled work in the repair and maintenance of buildings, decks, furnishings, and grounds of the pool facility and requires the ability to coordinate a variety of building maintenance functions.

### **EXAMPLES OF DUTIES** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Monitor, test, and adjust pool water chemistry to meet County health standards.
- Maintain and repair circulation, filtration, and chemical feed systems.
- Perform preventative maintenance on pumps, heaters, valves, chemical controllers, and related mechanical systems.
- Troubleshoot minor plumbing and electrical issues related to aquatic equipment.
- Clean and maintain pool surfaces, decks, chemical rooms, and pump stations.
- Maintain daily logs of chemical readings, maintenance activities, and supply usage.
- Respond to emergencies related to pool systems, including contamination, flooding, or equipment failures.
- Interact with County inspectors to ensure health and safety compliance.
- Monitor and maintain adequate inventory of chemicals and maintenance supplies.
- Coordinate with contractors as needed for specialized repair or inspection.
- Adhere to OSHA and Cal/OSHA safety regulations regarding chemical handling and mechanical work.
- Attend various trade and safety related training classes as assigned.
- Attend required staff meetings and training.
- Performs related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of water chemistry and pool health code compliance.
- Operation and maintenance of mechanical pool equipment.
- Safe use and storage of pool chemicals.
- Basic plumbing, electrical, and mechanical troubleshooting.
- Preventative maintenance procedures.
- OSHA safety standards and chemical handling protocols.
- Knowledge of and ability to follow safety and operating protocols and standards and the ability to make effective, safety-conscious decisions with sound judgment.
- Customer service skills and the ability to establish and maintain effective working relationships with city staff, representatives of outside agencies and the public.
- Organizational skills and the ability to coordinate multiple tasks simultaneously, being sensitive to deadlines and changing priorities, and working within budget constraints.
- Strong work ethic and the ability to demonstrate a high level of integrity, and professionalism.

### **Ability to:**

- Perform the full range of skilled and semi-skilled pool and facility maintenance.
- Observe general safety precautions and procedures, including those for safe lifting and safe handling, storage and disposal of hazardous materials.
- Safely operate power-driven construction tools and equipment commonly used to maintain pool systems.
- Read and interpret plans, specifications, maps, schematics and blueprints.
- Use computers, software applications, modern business equipment and other testing equipment to troubleshoot, diagnose and repair pool and facility malfunctions, and maintain secure information.
- Perform basic math, including calculations using fractions, percentages and/or ratios and formulas.
- Communicate effectively with staff, contractors, and the public.
- Communicate clearly and concisely, orally and in writing.
- Understand information and follow instructions in a manner consistent with the essential job functions.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Assist with conducting internal training for aquatics staff to learn maintenance, cleaning and monitoring of pool systems and equipment.
- Take the initiative to perform and work independently with little direct supervision.
- Analyze situations and adopt a quick and effective course of action.
- Maintain accurate records and follow operating procedures.
- Work in outdoor and wet conditions.

### **Education and Experience:**

- High school diploma or equivalent.
- At least 3 years of journey-level experience in pool maintenance or facility operations involving water chemistry, plumbing, or mechanical systems.
- Experience in commercial or municipal pool operations is strongly preferred.

### **Licenses and Certifications:**

- Must possess a valid California class C driver's license and a satisfactory driving record. The City of Piedmont monitors DMV record information over the course of employment.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO), or successful re-certification within 2 months of employment.
- Must possess or have the ability to attain First Aid and CPR/AED Certifications within 2 months of employment.

## **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using

a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with challenging staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures. Incumbent may be exposed to blood and body fluids rendering First Aid and CPR and may be exposed to chlorine, acids, and other chemicals at aquatics facilities.

### **WORKING CONDITIONS**

- Must be fingerprinted for submission to the California Department of Justice
- May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.
- All public employees are designated as Disaster Service Workers. As such, all City of Piedmont employees may be called upon to assist in the event of fire, flood, earthquake, or other natural or man-made disasters.

### **WORK WEEK**

**Schedule will vary but candidates should expect to work approximately 30 hours per week, including early mornings, evenings, weekends and/or holiday shifts, or on-call as needed.**

### **BENEFITS**

The City currently offers the following benefits to its employees:

- Medical, with a generous amount of the premium paid by the City.
- Delta Dental Premier, with orthodontia @ \$5,000 lifetime maximum, premium paid in full by the City.
- Vision, with the ability for an annual exam, premium paid in full by the City.
- Employee Assistance Plan, with up to 10 counseling visits per person, per issue, per year.
- Retirement benefit depends upon membership date: Classic employee CalPERS 2% @ 60, employee share is 7%. New Members 2% @ 62, employee share is currently 7.75%. **The City also participates in Social Security.**
- Medicare: Employees contribute 1.45% with employer match.
- Vacation: Accrue 11 days per year at the rate of 5.5 hours per month.
- 11 paid holidays @ 6.0 hours per holiday.
- Sick leave accrual @ 7.5 hours per month.
- Flexible Spending Account (Section 125): Set aside pre-tax funds for dependent care and out-of-pocket medical expenses.
- 457 Deferred Compensation, Roth and Commuter Benefits Program available on a voluntary basis.
- City employees' children are eligible to attend school in the Piedmont Unified School District.

### **THE APPLICATION PROCESS**

**To be considered for this employment opportunity, a city employment application must be submitted by August 1, 2025. Please apply online at <https://piedmont.casellehire.com/jobs/>. The most qualified candidates will be invited to an oral board interview scheduled for August 7, 2025.** The City of Piedmont complies with ADA, is an Equal Opportunity Employer and is seeking a diverse candidate pool. Examinations may be assembled, unassembled, written, oral, practical demonstration, or any combination thereof. All applicants should alert the personnel officer in advance if any accommodation is necessary to perform the job function or test. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. Hire may be subject to passing a medical examination by a city physician, including a drug screen and TB testing, and to skill and agility tests. All offers of employment will be conditional upon satisfactory proof of applicant's authority to work in the U.S. as required by the Immigration Reform and Control Act.

Candidates under final consideration for employment with the City should expect to undergo an employment reference/background check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan Fingerprinting.

The City reserves the right to close this recruitment at any time and not fill this position.

Human Resources  
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7/1/2025