

Job Description/Title: Pool Operator / Custodian → Custodian/ Pool Operator
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

CUSTODIAN/ POOL OPERATOR

JOB SUMMARY

Under direct supervision perform all activities regarding the swimming pool operations, set up for pool and indoor athletic events, and perform daily custodial services in specified areas.

EXAMPLES OF FUNCTIONS

Essential Functions

Perform a variety of skilled work in the operation of the swimming pool, and set up for athletic events.

On a daily basis, check and adjust pool filtration, heating, and chlorinating systems for proper safe pool operations; test and maintain proper temperature, pH, and chlorine balance of pool water; vacuum leaves and debris from pool; change and clean pool filtration system strainer to ensure compliance with current health codes and regulations.

Maintain required daily records of pool condition.

Super-chlorinate the pool and backwash filtration system as required by normal public pool standards.

Order and stock pool chemicals and supplies as necessary to ensure uninterrupted operation of the swimming pool.

Initiate service requests for all necessary maintenance and repair.

Remove cover from pool for scheduled usage, and cover it whenever pool is not scheduled to be in use for a specified amount of time.

Custodial Functions as assigned:

Perform routine janitorial and custodial functions at assigned stations.

Sweep, dust mop, scrub, wax, and polish concrete, linoleum, tile, and wood floors.

Wash windows; clean chalkboards and chalk trays, and dust.

Clean and remove stains from rugs and carpets.

Replace light bulbs and clean lighting fixtures as directed.

Pick up spills, litter, and debris; clean walkways and entrances adjacent to assigned buildings.

Lock and unlock doors and gates, buildings, and windows in assigned area.

Report safety, sanitary, and fire hazards, and the need for repairs to appropriate authority.

Operate and make minor repairs and adjustments to cleaning equipment such as vacuums, floor scrubbing and polishing machines, and carpet cleaning machines.

Move and arrange furniture and equipment when preparing rooms for special events or meetings.

Restore room furnishings to standard arrangement upon completion of cleaning.

Empty waste bins and recycle containers as necessary.

Other Duties

Replace chalk in classroom as necessary.

Perform light ground maintenance and repair using hand tools, such as trap cleaning, unclogging toilets and drains, and replacing faucet washers.

Respond to call backs.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of training and experience which would indicate possession of the required knowledge, skills, and abilities listed herein. For example, a high school diploma or equivalent, and a combination of training and skills which would demonstrate the skill and ability to safely operate a large public swimming pool and some experience related to the care and cleaning of buildings and facilities.

Knowledge

Knowledge of: the basic methods, safety issues, practices, tools and materials used in pool operation and maintenance, and minor repair of pool equipment; modern cleaning methods, materials, tools, and equipment; safe use and operation of equipment and chemicals used in janitorial and custodial work; safe working methods and procedures, and safety information.

Abilities

Ability to: safely, efficiently, and effectively use cleaning materials; quickly learn and successfully use new technologies and products as directed; read and write at a level sufficient to perform required duties safely and successfully; understand and follow written and oral instructions; quickly learn and successfully use new technologies and products as directed; perform basic arithmetical calculations with speed and accuracy; meet the physical requirements necessary to perform the required duties safely and effectively; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the diverse academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT / WORK ENVIRONMENT

Moderate physical effort, which may include frequent standing, walking, and lifting or moving heavy parcels, machines, or equipment of up to 50 pounds; working from an 8' ladder; frequent activities requiring full body exertion. Indoor/outdoor work environment, with some exposure to weather extremes.