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**TOWN OF OAKVILLE – RECREATION & CULTURE DEPARTMENT  
AQUATIC SERVICES JOB DESCRIPTION**

**Position Title:** Maintenance Handyperson/Aquatics  
**Reports To:** Recreation Coordinator – Aquatics  
**Pay Code:** 8224

**Current Revision:** January 2023  
**Next Revision:** January 2026

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**PRINCIPLE RESPONSIBILITY**

To independently carry out regular facility maintenance tasks to ensure that safe and sanitary conditions are maintained within the aquatic facility.

**QUALIFICATIONS**

**Current within 2 years:** Satisfactory Criminal Records Check (Security Clearance and Vulnerable Sector Screening) current within 30 days of submission  
LSS Bronze Cross preferred  
Standard First Aid with CPR (Level C) preferred  
Certified Pool Operators preferred  
Pool maintenance experience or training

**Note:** All qualifications must be current for the entire program session (e.g. Fall, Winter, Spring, Summer) for which the employee has been hired. Verified copies of all awards must be kept on file with Aquatic Services.

**PRIMARY DUTIES**

- Performs regular water testing and maintains records as indicated by Ontario Regulation 565. Is able to identify and resolve water quality issues.
- Fills chemical feed systems and ensure that chemical levels are within required guidelines. Adds chemicals to the pool as required.
- Maintains cleanliness of the pool tank including regular vacuuming and emergency clean up in the event of a pool fouling.
- Maintains equipment checks and records operational setting and performance of filtration, pool heating, and HVAC systems.
- Maintains mechanical systems and performs routine maintenance i.e. backwashing and system resets as required.
- Maintains safety and cleanliness of pool deck, change rooms, and offices.
- Promptly communicate any maintenance problems or concerns to the Coordinator, Deck Supervisor, and or full time maintenance staff.
- Other duties as assigned

**MAINTENANCE LABORER:**

- Adhere to all WHMIS legislation as it applies to assigned duties.
- Wear a lifejacket when in pool area performing duties alone.
- Maintain the ability and fitness level to perform to the expectations of the job.
- Attend all staff training sessions pertinent to the position.
- Be available to fulfill the work schedules as posted.
- Have an understanding of Town of Oakville policies, emergency procedures, and fire safety plan, and respond appropriately to all situations.