



POSITION TITLE: Supervisor Pool Maintenance
FLSA CLASSIFICATION: NONEXEMPT

REPORTS TO: Facilities Director
Date: December 2025

Position Overview

The Supervisor of Pool Maintenance oversees the daily operation, maintenance, and safety compliance of all pool and spa facilities. This role ensures water quality, equipment functionality, facility cleanliness, and regulatory compliance, while supervising maintenance staff and coordinating with management to deliver a safe and positive aquatic experience for all users.

Key Responsibilities

- Oversee daily pool and spa operations, including water chemistry testing, filtration, sanitation, and temperature control.
- Ensure all pool facilities meet federal, state, and local health codes and safety regulations.
- Supervise, train, and schedule pool maintenance staff; provide ongoing technical guidance and performance support.
- Conduct routine inspections of pumps, filters, heaters, chemical feeders, and other mechanical systems; troubleshoot issues and coordinate repairs.
- Maintain accurate records of water chemistry logs, maintenance activities, incident reports, and regulatory documentation.
- Implement and enforce safety protocols, emergency action plans, and operational policies.
- Manage inventory of pool chemicals, supplies, and equipment; ensure proper storage and handling procedures.
- Collaborate with management to plan facility improvements, upgrades, and long-term maintenance strategies.
- Respond to pool-related emergencies and maintenance requests promptly and professionally.
- Maintenance, repair & replacement of pool and spa equipment.

Qualifications

- **Pool certification**, most commonly the **Certified Pool Operator (CPO)** credential from the **Pool & Hot Tub Alliance (PHTA)**. This certification covers water chemistry, safety, maintenance, and regulatory requirements for public pools and spas, ensuring proper, safe, and compliant operations. It is **recognized nationwide**.
- Minimum 2–3 years of experience in pool maintenance, aquatic facility operations, or a related field.
- Working knowledge of pool system mechanics, water chemistry, and preventive maintenance practices.
- Ability to read and follow SDS sheets, equipment manuals, and safety guidelines.

- Strong leadership, communication, and organizational skills.
- Ability to work flexible hours, including early mornings, weekends, and holidays as needed.

Preferred Qualifications

- Previous experience in a supervisory or lead maintenance role.
- Familiarity with large aquatic facilities, multi-pool environments, or commercial spa systems.
- Additional certifications in aquatic safety, HVAC, or facility maintenance.
- Experience in maintenance, repair, & replacement of pool equipment.

Physical Requirements

- Ability to lift up to 50 lbs and perform physically demanding tasks.
- Ability to work in outdoor environments and around chemical substances.
- Standing, bending, and walking for extended periods.

Team Member signature below constitutes understanding of the requirements, essential functions and duties of the position.

Signature _____ Date: _____