



RHONEWOOD PARK HOMEOWNERS ASSOCIATION MAINTENANCE POOL MANAGER – JOB DESCRIPTION

The general responsibility of the Maintenance Manager is to enforce the directives that have been adopted by the Rhonewood Park Homeowners Association, the Pool Committee, and the Chairperson thereof. These responsibilities extend to the planning, organization, staffing, operation, and maintenance necessary to the successful operation of the pool for the use of the members of the Rhonewood Park Homeowners Association and their guests. The Pool Manager is to enforce the pool rules and in no way compromise the position of the Association by failure to enforce the regulations adopted by the Association.

This is a year-round position in which the manager will report to the Business Manager, attend all meetings of the Pool Committee, attend meetings of the Board of Directors upon request, and report as to the condition of events and any outstanding occurrences or suggestions. The Maintenance of the pool and facility are the responsibility of this position.

Specific responsibilities are as follows:

1. Visit the pool at least once per week during the off-season to ensure that no problems are occurring at the Cabana Club. Check and record chemical levels in pools; calibrate chlorinator monthly. Restock chemicals as needed.
2. Organize the opening and cleaning of the facility each year, which would include:
 - a. Preparing a list of work to be performed to open for the summer season.
 - b. Participate in and organize board members, summer employees, and other volunteers to perform needed work.
3. Organize the closing and cleaning of the facility each year, which would include:
 - a. list of work to be performed to close and clean the facility at the end of the summer season
 - b. Participate in and organize board members, summer employees, and other volunteers to perform needed work.
4. Ensures that all appropriate water, environmental, health and safety are maintained, ensures pools are compliant with the county, state, and national requirements and current on necessary certifications required for operation.
5. Knowledge of budget preparation and cost estimating for facility
6. Ensures pools and facilities are consistently maintained in a safe and clean environment
7. Provides initial response to calls for service from aquatics staff; assesses maintenance needs and Takes corrective action or appropriate support and ensures timely completion.

8. Maintains records of the pool testing results and actions.
9. Works closely with Alameda County Health Department regulations and requirements for public Pools and recommends corrections to business manager and the board.
10. Must obtain CPO Certification (Certified Pool Operator Certification)
11. Red cross First Aid and CPR recommended
12. Works closely with the business manager and aquatics manager