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Pool Operations Specialist

JOB CODE	JOB FAMILY	PROFILE
JCV432	**Community & Recreational Services**	**Pool Operations Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**July 24, 2026**

The Pool Operations Specialist oversees the safe and effective operation of the pool facility, including programs, staffing, and equipment. Serves as the lead for lifeguards, manages scheduling and timekeeping, ensures compliance with training and certification standards, and maintains safety records. Monitors and adjusts pool chemicals, performs routine maintenance, manages facility records and reports, and ensures financial accountability for pool-related transactions. Responds appropriately to emergencies and maintains a safe, welcoming environment for all facility users.

Job Description

DUTIES AND RESPONSIBILITIES

- Monitors and adjusts pool water chemistry to maintain safe chemical balance in compliance with environmental health regulations. Represents the County Aquatics Program in meetings with health and risk management officials.
- Oversees the collection, accounting, and delivery of pool revenues to the County's designated bank. Monitors facility budget, makes assigned purchases, and ensures compliance with facility contracts and user agreements.
- Performs or schedules regular maintenance, including draining, cleaning, refilling, and adjusting pool equipment to ensure safe, efficient operation of the pool and surrounding areas such as turf, deck, and parking lots.
- Supervises lifeguards, schedules shifts, and maintains accurate timekeeping records. Ensures lifeguards meet performance standards and receives required training; maintains training documentation and ensures all certifications remain current.

- Monitors the swimming areas to prevent accidents or injuries. Enforces rules, assists in rescues, and administers first aid or CPR as needed. Notifies emergency services when necessary.
- Prepares monthly reports, chemical control logs, facility operation records, and required EPA documentation.
- Coordinates the facility schedule for public and private use, ensuring adequate supervision is in place. Assists with planning and preparing for special events and activities.
- Handles sensitive or confidential records, documents, and decisions with discretion.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Four (4) years of work experience in swimming and lifesaving practices.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

ADDITIONAL REQUIREMENTS

Additional Description

This job profile is classified as safety-sensitive. Employees with safety-sensitive job profiles are subject to pre-employment, reasonable suspicion, post-accident, return-to-duty, and random drug & alcohol testing in accordance with the organization’s Drug and Alcohol Testing Policy.

Duties that require a Commercial Driver’s License (CDL), firearm(s) use, or are otherwise regulated under the Federal Aviation Administration (FAA), Federal Motor Carrier Safety Administration (FMCSA), or the Omnibus Transportation Employee Testing Act, are subject to all applicable federal drug and alcohol testing requirements. Employees in these federally regulated positions must comply with all DOT testing procedures, including enrollment in a DOT-compliant random testing pool.

- Certified Pool Operator, Red Cross Lifeguard Training, cardiopulmonary resuscitation (CPR), First Aid, and Automatic External Defibrillator (AED) certifications are required.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Employee works outdoors 75% of time when assigned to outdoor pool; employee is outdoors 25% of time when assigned to inside pool.
- Indoor duties are performed in a temperature-controlled environment; however, worker is exposed to wet cement and mat surfaces while working. Outdoor surfaces include concrete, asphalt, ramps, stairs, wood decks, and ladder chairs.
- Work hazards or potential work hazards include the exposure to dangerous emergency situations involving rescue, hazardous chemicals, and possible exposure to bodily fluids from persons with life-threatening diseases.
- Flexible work hours may be required.

EQUIPMENT, TOOLS, AND MATERIALS

- Employee handles writing utensils, various paperwork, files and reports in the documentation of statistical reports, daily pool chemistry logs, daily bank deposits, and ordinary office record keeping.
- Employee handles hazardous materials (possible cancer-causing particles) to include chlorine gas, chlorine bleach, hydrochloric acid, sodium bisulfate, sodium thiosulfate, carbon dioxide gas, sodium bicarbonate, calcium chloride, muriatic acid, calcium hypochlorite, and other such pool chemicals.
- Employee utilizes a filter mask when handling some hazardous chemicals.