



## Mill Creek Pool Club

### Maintenance Manager Job Description

#### ROLE AND RESPONSIBILITIES

- Under general supervision, responsible for the operation and maintenance of pool club facilities.
- Self-perform, contract or solicit member support for all pool maintenance needs.
- Working with Pool Manager to identify all tasks required for seasonal pool opening/closing
- Coordination of member volunteer maintenance hours (Identify a collection of maintenance needs that members may perform to credit their maintenance fee)
- Lead pool opening and closing activities as needed with 3<sup>rd</sup> party contractor and member support.
- Coordinate with Pool Manager and Bookkeeper on annual budget preparation and quarterly reporting to the Board of Directors (BOD)
- Maintain a proactive approach to maintenance needs and the appearance of the facilities.
- Maintain a list of capital project needs and timing.
- Obtain appropriate approval from the Pool Manager for maintenance expenses.
- Other duties as required to maintain pool operations.
- Ability to lift 50 lbs and complete physical maintenance tasks, access to a computer, reliable cell phone, and transportation

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

Experience performing maintenance tasks of a similar size and scope.

#### PREFERRED SKILLS

Painting, electrical, carpentry, plumbing, and/or HVAC trade experience  
Certified Pool Operator (CPO)

#### ADDITIONAL NOTES

N/A