

**CITY OF POTTSVILLE
JOB DESCRIPTION**

MAINTENANCE COORDINATOR

ORGANIZATIONAL RELATIONSHIP:

Immediate supervisor is the Assistant Pool Manager

REPRESENTATIVE JOB DUTY:

To ensure that the JFK Swimming Pool Complex is a clean, safe facility operating at a high level of efficiency,

Work with Pool Manager in the development and operation of a daily maintenance schedule, which includes overall cleaning, maintenance of landscaping and litter control, for the following areas:

- JFK Pool
- All JFK Pool green space and decking areas
- Concession Stand
- Rest room facilities
- Parking Lot

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to manage and motivate maintenance staff
- Knowledge of maintenance procedures
- Ability to effectively document all maintenance procedures

SALARY:

\$7.25