

DEPARTMENT OF HUMAN SERVICES  
TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY  
JOB DESCRIPTION

JOB TITLE: ASST. MAINTENANCE PERSONNEL

QUALIFICATIONS:

1. Hardworking and dependable.

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Maintenance staff works under the direction of Pool Manager(s) and Maintenance Supervisor. Personnel are required to keep the pool complex and other recreational facilities clean, neat and safe for daily users.

ESSENTIAL RESPONSIBILITIES:

1. Litter abatement; recycling.
2. Put umbrellas up and down daily.
3. Return chairs and picnic tables to proper locations daily.
4. Clean grills in picnic area.
5. Assist in maintenance of walkways, lawns and flowerbeds.
6. Painting.
7. Assist with maintaining equipment.
8. Assist with repairs.
9. Clean locker rooms and restrooms, including toilets.
10. Lawn, building and tennis court maintenance.
11. Set up/break down for events.
12. Follow established safety procedures. Wear staff shirt when on duty and appropriate clothing/footwear for personal safety.

OTHER INFORMATION/REQUIREMENTS:

1. Saturday of Memorial Day weekend – late June, work weekends only.
2. Late June – Labor Day, work as scheduled; day, evenings, weekend and holiday shifts necessary.
3. Neat appearance required.
4. Assist with miscellaneous duties including front desk, recreation and snack bar tasks, as assigned by management personnel.