



Pool Caretaker Wanted!

Permanent Full-Time

Salary: \$30.37

The City of Elliot Lake is seeking a Full-Time Caretaker I to oversee the cleanliness, maintenance, and safe operation of our aquatic facilities. This position is responsible for ensuring that pool and hot tub systems meet all health and safety standards. The ideal candidate is a detail-oriented individual committed to providing a sanitary and reliable environment for the public to enjoy.

What You Will Be Doing:

- Monitor and adjust pool and hot tub chemical balances and pH rates to ensure compliance with provincial health regulations.
- Inspect and maintain mechanical systems, including pump equipment and backwashing filters, to ensure continuous, safe operation.
- Maintain a sanitary environment by cleaning the swimming pool, deck, change rooms, washrooms, and equipment areas.
- Maintain accurate maintenance logs and safety records to provide a reference trail for health department inspections.
- Monitor and stock chemicals and cleaning supplies, ensuring all materials are stored securely and according to safety protocols.
- Respond professionally to inquiries from city staff, public health officials, and facility users with tact and diplomacy.

What You Bring to the Table:

- High School diploma and 3–6 months of experience in aquatic facility operations.
- NSPF Pool/Spa Operator certification and First Aid/CPR Level C + AED (or a willingness to obtain both).
- Familiarity with provincial aquatic legislation, OHSA, and WHMIS standards.
- Ability to perform heavy physical exertion for up to 2 hours per shift and manage the physical demands of a pool environment.
- Excellent time management and problem-solving abilities; capable of working independently with minimal supervision.
- A valid Ontario Class G Driver's Licence and the flexibility to work evenings and weekends, including potential emergency call-outs.

Why Join Us? At the **City of Elliot Lake**, you're not just taking a job—you're becoming part of a team that shapes the culture and community spirit of our city. You'll enjoy a supportive work environment, opportunities to grow, and the satisfaction of making a real impact on public life in Elliot Lake.

CLOSING DATE: Wednesday, July 9, 2026

Ready to Make a Difference? To apply and view the full job posting please go to our website at <https://www.elliottlake.ca/en/city-hall/jobs.aspx>

In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, a request for accommodation will be accepted as part of the City of Elliot hiring process. If you require accommodation, please contact Human Resources.

The City of Elliot Lake thanks all applicants. Only those selected for interviews will be contacted.

THE CORPORATION OF THE CITY OF ELLIOT LAKE

JOB DESCRIPTION

JOB TITLE: CARETAKER I (POOL) – FULL-TIME	DEPARTMENT: Recreation and Culture
DATE: June 12 th , 2026	SUPERVISOR: MANAGER, RECREATION AND CULTURE
PRIMARY PURPOSE OF JOB:	The Pool Operator is responsible for the safe operation, maintenance, inspection, cleanliness, and regulatory compliance of aquatic facilities operated by the City of Elliot Lake in accordance with Ontario Regulation 565 – Public Pools. The position ensures that the pools and hot tub, and related mechanical systems are maintained in safe, clean, and efficient operating condition for public use. The Pool Operator also assists with facility upkeep and custodial duties to maintain a clean, safe, and welcoming environment for patrons and staff.

BASIC JOB DUTIES:

1. Inspects aquatic facilities, including pools, decks, hot tubs, mechanical systems, pumps, filters, and related equipment to ensure safe operation, cleanliness, regulatory compliance, and identification of maintenance or repair requirements.
2. Operates, monitors, and maintains aquatic mechanical systems and equipment including pumps, filters, chemical feed systems, heating systems, and related infrastructure to ensure proper operation and longevity of equipment.
3. Maintains pool chemistry and water conditions in compliance with Ontario Regulation 565 and all applicable health and safety standards, including testing, balancing, recording, and adjusting chemical levels.
4. Performs routine preventative maintenance and operational upkeep of the lap pool, therapy pool, hot tub, fitness room, and related facility areas to maintain safe and lasting operating conditions.
5. Maintains accurate operational, maintenance, water testing, and compliance records to meet legislated requirements and provide an up-to-date reference trail.
6. Monitors inventory levels and orders chemicals, supplies, testing materials, cleaning products, and operational equipment in advance to ensure adequate stock and secure storage.
7. Performs custodial and cleaning duties throughout the facility, including pool decks, changerooms, washrooms, common areas, fitness room, offices, and other assigned spaces to maintain cleanliness and sanitation standards.

8. Reports operational concerns, equipment deficiencies, maintenance requirements, or safety issues to the Working Foreperson – Parks and Recreation Facilities and/or Manager of Parks and Recreation Facilities.
9. Operates tools, equipment, and vehicles required for aquatic facility maintenance in a safe and responsible manner.
10. Responds to inquiries from staff, public health officials, contractors, City staff, and members of the public in a professional and courteous manner.
11. Identifies and responds to safety concerns and exercises sound judgement in determining appropriate methods for completing assigned tasks.
12. Assists the department with special projects, seasonal operations, emergency response duties, and other related duties as assigned.
13. Other related duties as may be assigned.

QUALIFICATIONS (Education, Experience, Knowledge, Skills & Abilities):

- High School Diploma or equivalent.
- NSPF Certified Pool / Spa Operator (CPO) certification, or willingness to obtain within a specified timeframe.
- Previous experience operating or maintaining aquatic facilities, pools, mechanical systems, or related recreation facilities is considered an asset.
- Knowledge of Ontario Regulation 565 – Public Pools and applicable health and safety legislation.
- Experience with facility maintenance, pumps, filtration systems, chemical handling, HVAC systems, or related mechanical equipment is considered an asset.
- Valid Ontario Class “G” Driver’s Licence in good standing.
- Current First Aid and CPR Level C + AED certification, or willingness to obtain.
- WHMIS certification or willingness to obtain.
- Ability to read, interpret, and maintain detailed operational and compliance records.
- Strong organizational, communication, problem-solving, and time management skills.
- Ability to work independently with minimal supervision and demonstrate initiative, responsibility, and sound judgement.
- Ability to interact professionally and courteously with the public, contractors, staff, and regulatory agencies.
- Satisfactory physical condition with the ability to perform duties involving heavy physical labour, lifting, standing, bending, and exposure to pool chemicals and cleaning products.
- Ability to work flexible hours, including mornings, weekends, holidays, and respond to emergency call-outs as required.