



## **Pool Caretaker Wanted!**

### **Permanent Part-time**

**Salary: \$30.37**

The City of Elliot Lake is seeking a Part-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 June 3, 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

<b>JOB TITLE:</b> CARETAKER I (POOL) – PART-TIME	<b>DEPARTMENT:</b> Recreation and Culture
<b>DATE:</b> March 9 <sup>th</sup> , 2026	<b>SUPERVISOR:</b> MANAGER, RECREATION AND CULTURE
<b>PRIMARY PURPOSE OF JOB:</b>	Ensures the cleanliness of aquatic facilities, as well as proper operation and maintenance of related equipment. Ensures proper chemical balance for pool and hot tub water.

### BASIC JOB DUTIES:

1. Cleans / provides janitorial services for assigned facilities (e.g. swimming pool, pool deck, equipment areas, change rooms, washrooms) for the purpose of maintaining a sanitary and safe condition.
2. Inspects swimming pool, deck, mechanical equipment etc., ensuring that it is suitable for safe operation, is maintained in good and clean condition and/or to identify necessary repairs.
3. Evaluates equipment function and maintains equipment in proper working condition (e.g. backwashing filters, pump equipment, etc.) for the purpose of maintaining facilities and/or complying with mandated health requirements.
4. Maintains pool, including proper chemical and pH rate to comply with mandated health & safety requirements.
5. Maintains accurate records for the purpose of providing an up-to-date reference trail / proof of compliance with mandated requirements.
6. Monitors inventory levels and stocks chemicals and other supplies to ensure adequate availability and secure storage.
7. Responds to inquiries from the Director of Recreation and Culture and/or the Working Foreperson – Parks; the general public, the Public Health Department, co-workers and other City staff.
8. Complies with all safety regulations; maintains clean and orderly work and storage areas.
9. Initiates safety related concerns and makes judgements on the best methods of completing assigned tasks.
10. Other related duties as may be assigned.

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

- High School graduation or equivalent
- NSPF Pool / Spa Operator certification, or willingness to obtain.
- Three (3) to six (6) months of previous related experience with aquatic facility operations

- A valid Ontario Class G Driver's Licence
- Ability to comprehend and communicate detailed instructions, both orally and in writing.
- Ability to maintain organization of files and maintenance schedules in a changing environment.
- Excellent time management, multi-tasking, communication and problem solving skills.
- Knowledge of provincial legislation and regulations that apply to aquatic facilities, including the Occupational Health & Safety Act, and related on-the-job training such as WHMIS.
- Interpersonal skills including tact, diplomacy and sensitivity - capable of dealing with the public in a professional manner.
- Able to work independently; show responsibility, initiative, reasoning and sound judgement.
- Satisfactory physical condition to be able to perform tasks of heavy physical exertion for 1 to 2 hours per shift
- First Aid and CPR Level C + AED certification, or willingness to obtain.
- Ability to work evenings, including weekends. May be required to respond to emergency call outs (e.g. alarms).