



535 N Tyler Ave  
PO Box 1480  
Pinedale, WY 82941

[www.pinedaleaquatic.com](http://www.pinedaleaquatic.com)

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## FULL-TIME EMPLOYMENT OPPORTUNITY

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### **MAINTENANCE ASSISTANT**

We are seeking a well-rounded, knowledgeable, and self motivated person to assist with maintenance and cleaning of the Pinedale Aquatic Center in Pinedale, Wyoming. This individual will work as a member of the Maintenance team and is responsible for assisting with a variety of maintenance and cleaning needs of our 82,000 square foot recreation center.

### **Selection Process**

Applications are due by Monday, June 17. All applicants must submit an email with a completed PAC application, cover letter, and resume. Email to Klief Guenther, Maintenance Supervisor, at [kguenther@pinedaleaquatic.com](mailto:kguenther@pinedaleaquatic.com) with "Maintenance Assistant Position" in the subject line.

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## JOB SUMMARY

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**Job title:** Maintenance Assistant

**Reports to:** Maintenance Supervisor

**Office location:** Pinedale Aquatic Center (535 N. Tyler Ave., Pinedale, Wyoming)

**Rate of pay:** \$21.51-\$26.01 per hour depending on education and experience.

**Benefits Package:** Paid holidays, health insurance with Wyoming Blue Cross/Blue Shield and Health Savings Account, Wyoming State Retirement, vacation and sick leave, family PAC membership.

**Hours:** Full-time, 40 hours, varied schedule including weekend checks.

**Summary:** Assists with maintenance and servicing of HVAC systems, pool operations, and other facility needs. Processes work orders, maintains work records and inventory, leads custodial staff by example, and provides recommendations for preventative maintenance. Serves rotating weekend checks during unopened days.

### **Minimum Education, Training and Experience Required**

Experience working in maintenance is preferred. Certified Pool Operator or Aquatic Facility Operator certification or ability to obtain within the first year.

### **Schedule**

Must be willing to work a varied schedule which will include an average of 40 hours a week including weekends and holidays. The schedule is subject to change based on the needs of the organization.

**Questions:** Contact Klief Guenther - [kguenther@pinedaleaquatic.com](mailto:kguenther@pinedaleaquatic.com), (307)367-2832, ext. 6238

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*Final candidate job offers are subject to successful passing of a background check.*

*PAC is a drug free workplace; employee testing may include pre-employment, post-accident, and reasonable suspicion.*



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**Job Description: MAINTENANCE-CUSTODIAL ASSISTANT**

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The Maintenance Assistant is responsible for helping with all maintenance and custodial needs of PAC. Water quality and the systems that support it, plus the daily monitoring of pool operations as well as the ventilation, heating and air conditioning HVAC systems is a priority for the Maintenance Assistant. The Maintenance Assistant is an hourly position and will work a varied schedule to include early mornings, evenings, weekends, and holidays.

**Supervised by:** Maintenance Supervisor

**Supervises:** None

**Essential Job Duties:**

- Completes custodial and maintenance duties as assigned.
- Works with the Maintenance Supervisor and other department Supervisors to establish and maintain schedules for specific facility tasks, preventative maintenance, and repairs.
- Assists in providing regular and documented inspection of all motors, pumps, filters, tanks, boilers, and other equipment in the physical plant.
- Troubleshoots equipment breakdowns and facilitates appropriate repair.
- Coordinates with the Maintenance Supervisor to accomplish the physical maintenance needs in the most efficient way possible to avoid disruption of services while continuing to ensure safety of patrons at all times.
- Assists in maintaining a record of vendors and equipment supply resources necessary to maintain, repair and upgrade facility specifics.
- Recommends to the Maintenance Supervisor any expenditures required to maintain good working order of the facility. With approval, purchase items following all PAC purchasing procedures.
- Communicates daily with the Maintenance Supervisor regarding status of facility specific details.
- Assists the Maintenance Supervisor with snow removal.
- Assists the Maintenance Supervisor in weekend on-call duties.
- Performs other appropriate duties as assigned.

**Qualifications:**

- Education: High school graduate.
- Basic computer literacy. Ability to learn the facility software as it relates to maintenance.
- Certified Pool Operator or Aquatic Facility Operator preferred or ability to obtain within first year of employment.
- Must have First Aid/CPR Certification or able to obtain within 90 days of hire date.
- A minimum of two years maintenance experience is desirable.
- Must have a valid driver's license.
- Must pass a background check and any required drug screenings.

**Abilities:**

- Must be able to make mature judgments when overseeing emergencies and dealing with patron and staff issues.
- Must be able to accurately and proactively communicate both verbally and in writing.
- Must be able to work efficiently and effectively as a team member.
- Must be able to exercise mature and independent judgment and critical thought.
- Must be able to maintain courteous and effective working relationships with coworkers and the public.
- Must be able to work in a fast-paced environment.
- Must be able to organize work, set priorities, meet critical deadlines, and follow up on assignments with minimum direction.
- Must be physically able to perform a variety of physical movements including but not limited to walking and standing for long periods of time, crouching, climbing stairs, carrying items, and walking on uneven surfaces.
- Must be able to lift 50 pounds.

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I, \_\_\_\_\_ have read the above job description for the Pinedale Aquatic Center Maintenance Assistant position. To the best of my knowledge I am able to perform all duties of the job as described.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date