



**Job Title:** Service Assistant

**Reports To:** Service Technician, Maintenance Technician

**Position Information:**

The helper assists the service and maintenance technician with their assigned jobs.

**Position Responsibilities:**

- Complete Hazard Communication program.
- Assist with water testing and chemical adjustments.
- Assist with pool/spa cleaning including vacuuming, skimming, brushing, and scrubbing tile/water line.
- Assist with equipment maintenance.
- Restock vehicles at end of workday.
- Clean vehicles when required.
- Assist with shop maintenance.
- Gather information and pictures from property when requested.

**Educational & Experience Requirements:**

No education or experience required. High school diploma or equivalent recommended. Valid driver's license recommended.

**Special Skills:**

A helper must be able to read and comprehend instructions and information. Also, must be able to communicate results and occurrences from job day to supervisors.

**Physical Demands:**

Frequently required to bend, stoop, crouch, reach and handle tools. Requires the ability to lift 50 pounds of material, sometimes heavier with assistance.

**Work Environment:**

Time spent in vehicle to and from jobs can be anywhere from 10-30% of a workday. The remaining time is expected to be outdoors and around water. While we avoid dangerous weather conditions, a helper is expected to work outdoors in the rain, sun, and other normal seasonal weather. There is some dust and dirt present in equipment rooms as well as around the pool/spa.