



5308 County Road 154 Glenwood Springs, CO 81601 | 970.945.8775  
910 Nottingham Road N12 PO Box 8944 Avon, CO 81620 | 970.476.7005

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**Job Title:** Spa Installer Coordinator

**Department:** Sales

**Employment classification:** Full-time position, non-exempt

**Schedule:** M-F, between 8:00am-5:00pm

**Location:** Glenwood Springs, CO/Avon, CO – Flexible Schedule (Hybrid or 4-10's available after 90 days)

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**Job Summary:**

Employee is responsible for coordinating and installing new spas and spa covers. Including, but not limited to, site visits/measuring, scheduling, prepping, installing, starting up, and communicating all aspects of a new spa and spa cover sales. Employee will coordinate install team with the construction department to ensure smooth installations. Employee will prioritize customer service for all Colorado Pool + Spa Scapes clients.

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**General Qualifications:**

1. Two years of construction, manual labor or installation experience
2. Strong problem-solving skills
3. Administrative and coordination experience

**Physical Requirements:**

1. 1. Must be able to lift and carry 80+ pounds.
2. 2. Must be able to lift 50+ pounds repetitively.
3. 3. Must be able to navigate uneven, rocky, mountainous terrain and stairs.
4. 4. Must be able to bend and stoop to access certain areas.
5. 5. Must be able to navigate through very deep snow that requires snowshoes.
6. 6. Must be able to shovel heavy snow for 15 minutes or longer.
7. 7. Job duties may include standing/sitting for 8 hours a day.
8. 8. Must be able to use equipment and power tools properly and safely.

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**Spa Installation and Coordination:**

1. Responsible for all aspects of the spa installation and start up process; including scheduling and coordinating.
2. Prioritize and schedule in Evosus weekly installs, site visits, cover appointments to increase efficiency and ensure job completion
3. Product Knowledge (self-contained Sundance Spas, Jacuzzi Hot Tub (Vail Coverage), Nespa, Diamond Spas)
4. Collaborate with warehouse to prep chemicals/supplies/materials required for delivery and start-up
5. Follow up on delivery and start up dates; keeping construction/sales team updated on any changes
6. Assist with DRB permits field inspections
7. Coordinate schedule of spa deliveries with install team/const dept & sales manager at least two weeks for delivery
8. Coordinate new spa installation process, including site visits, scheduling crew/crane/site visits, cover lifter and start up (some electrical wiring like-for-like spas).
9. Coordinate spa orientation and service proposals with client/sales consultant
10. Inter-store spas/chem/supply transfer + spa set up in the showroom
11. Provide support to all departments

**Spa Covers and Measurement:**

1. Measure and complete order forms for new spa covers
2. Make pool/spa templates for floating covers
3. Deliver and install new spa covers
4. Disposal of old covers
5. Install and repair cover lifters
6. Deliver chemicals and supplies for customers and inter-company department jobs

**Showroom and Inventory:**

1. Spa set up and showroom arrangement
2. Stock supplies and chemicals
3. Back up all aspects of point of sale counter coverage



4. Assist with inventory cycle counts
5. Presentations for spas, covers, lifters as back up sales consultant
6. Maintain inside showroom: empty trash, tidy up, vacuum, dust, wipe down spas, bathroom, windows, mopping, wet spa water balance
7. Maintain outside of showroom/warehouse – general lot upkeep, pick up trash, sweep debris & leaves, tidy up, snow removal/shovel

**Technology and Maintenance:**

1. Mobile device contains work orders/tasks for the day and up-to-date information on each account
2. Precisely complete work order log information for every visit
3. If daily work orders cannot be completed that day, call the Sales Manager by 3:30 pm
4. Mobile device must be synced before each shift
5. Mobile device must be synced after each work order/task is completed
6. Scheduling in Evosus and using email to communicate requests
7. Parts Requisition Forms and/or Purchase orders will be used to replace/add inventory
8. Responsible for maintaining up-to-date inventory lists
9. Contain maintenance items including:
  - Pool and garden hoses
  - Pool Pole
  - Net
  - Pool and algae brush
  - Spa vac
  - Sump pumps
  - extension cords
  - Space heaters
  - Thermometers and chlorine/bromine floaters

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**Follow all policies and procedures of Colorado Poolscapes, Inc.**

- located in the employee manual/handbook

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**Supervision Received:**

- Works under Sales Manager
- Works all teams, as needed, in resolving problems.

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**Team Collaboration:**

- Sales Manager – daily
- Sales Consultant – daily
- Warehouse personnel - daily
- Customer – daily

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**Growth and Development:**

1. On-the-job training with Sales Manager to clearly understand product knowledge / customer service skills
2. Obtain Forklift Certification (training provided by Colorado Pool + Spa Scapes)
3. Obtain CPO certification (training to be provided by Colorado Pool+Spa Scapes)

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**Core Focus:**

Enriching Lives – We believe that we enrich our employees, owners, clients, and vendors by using our core values and believing we do the right thing.

**Core Values:**

**Quality** (Workmanship/Efficiency/Present Ideas and Solutions)

**Does Right Thing** (Honesty/Integrity)

**Customer Driven** (Customer Service, Communication)

**Team Player** (Works well with others, positive attitude)

**Initiative** (Self-motivated, innovative)

**Dedicated** (Hardworking/Engaged)