

**COMMUNITY SERVICES DEPARTMENT
RECREATION DIVISION
FACILITY ATTENDANT**

GENERAL DUTIES: Under limited supervision of a Recreation Supervisor, open, set-up, and close various City facilities for outside groups, perform light custodial work, and general recreation related administrative support work.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City, as per department policy.

Attendance - Follows department/City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations- Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Prepare, open, and close facilities for reservations, special events and public use.
2. Arrange furniture and equipment for events; ensure set-up is correct.
3. Remove litter in and around buildings.
4. Assist in the maintenance of facilities and equipment.
5. Perform light cleaning and custodial duties such as, sweeping, scrubbing, vacuuming, mopping, dusting, washing windows, walls and woodwork, emptying waste baskets and ash trays and related duties.

6. Clean, maintain, and order custodial equipment and supplies.
7. Maintain an accurate schedule and record of work performed.
8. Operate a vehicle as assigned.
9. Guard against abuse to all City building facilities and report to appropriate department.
10. Provide administrative support assistance to the Recreation Division, such as, making flyers, mailing flyers, copying, creating packets and other support work as needed.
11. Participate in training programs.
12. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Computer skills and use of Microsoft Office products.
2. Excellent interpersonal and communication skills.
3. Excellent customer service techniques.
4. Maintenance of accurate records and schedule of work performed.
5. Operate floor care equipment.
6. Safely use hand and power tools.

KNOWLEDGE: Knowledge of:

1. Basic principles and practices of custodial and housekeeping work.
2. Supplies and equipment used on the job.
3. Standards of efficient and safe work.

ABILITIES: Ability to:

1. Use hand and power equipment in the cleaning and maintaining of floors.
2. Lift and carry up to 75 pounds.
3. Set-up various equipment such as furniture.

4. Establish and maintain effective working relationships with co-workers and the public.
5. Follow written and oral instructions.
6. Establish and maintain building security.
7. Work independently, often with limited supervision or direction.
8. Adhere to the safety procedures, practices, and policies of the City.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

Typical office and field environments include the following:

1. Computer, keyboard and monitor
2. Laser printer
3. Telephone
4. Copier
5. Two-way radio
6. Automobile, trucks and vans
7. Handcart or dolly
8. Hand floor scrubber
9. Upright commercial vacuums
10. Refrigerator dolly
11. Table racks
12. Chair racks
13. Protective eyewear, safety shoes, face masks and earplugs
14. Protective knee guards
15. Back support device
16. Disposable latex gloves
17. Uniforms and raingear and rain boots
18. Power washer
19. Brooms, mops, and dusts mops
20. Cleaners, disinfectants, germicidal cleaners, etc.
21. Cargo van
22. Ladder and step stool
23. Keys to a variety of City locks
24. Report forms, pencils, and pens

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities which include handling heavy equipment, furniture and tools, files, books, binders, and boxes of work-related materials on a daily basis:

1. Sitting, when traveling between facilities, working at the computer or attending meetings or training sessions.
2. Walking, when performing custodial work or when setting up for special events.

3. Standing, when performing custodial work or when setting up for special events.
4. Kneeling, when performing custodial work, when storing equipment, etc.
5. Bending/stooping, when performing custodial work, when setting up for special events, when spot cleaning carpets or floors, etc.
6. Crawling, when spot cleaning carpets or floors, when performing custodial work, etc.
7. Climbing, ladders or stairs when performing custodial work in City facilities, etc.
8. Twisting, when performing custodial work, when setting up for special events, etc.
9. Reaching, when performing custodial work, when setting up for special events, etc.
10. Carrying, tables, chairs, projectors, office supplies, tools, and maintenance equipment, when setting up for special events, when performing custodial work, etc.
11. Pushing/pulling, table rack, chair rack, handcart, broom, mop, and other equipment when setting up for special events, when performing custodial work, etc.
12. Lifting, up to 75 pounds, tables, chairs, office equipment, supplies, and tools when setting up for special events, when performing custodial work, etc.
13. Driving, while servicing City facilities, attending meetings, purchasing supplies, etc.
14. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while performing custodial work when using cleaning equipment, hand tools, a handcart, telephone, copier, radio, automobile, etc.:

1. Seeing
2. Speaking/Hearing
3. Touching
4. Smelling

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood and some exposure to asphalt.
3. Noise Level: Conducive to office settings with phones, copiers, faxes, radios and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating, wall heaters and/or air conditioning.
6. Dust or Fumes: Normal to low indoor levels associated with dust or odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, more than 10% of the time, during maintenance and servicing assignments.
2. Travel: Varying conditions in a vehicle, up to 10% of the time.
3. Flooring: Asphalt, grass, dirt, wood, tile, carpeting, uneven surfaces, etc.
4. Noise Level: Varying low to high equipment noise depending on work location. (Senior

Center, Wheeler Gym, etc.)

5. Lighting: Normal outdoor conditions, and exposure to some extreme hot or cold weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle.
7. Dust or Fumes: Normal to high outdoor levels of dust, pollen, and mold. Low to high levels of fumes from cleaners, solvents, disinfectants, aerosol sprays, etc.

HAZARDS:

When performing custodial work in any City facility, employee is required to use precautions when cleaning or maintaining facilities due to the potential for exposure to biological waste products or bodily fluids. Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, radio, etc. Also, when traveling or working in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

When performing routine custodial work, there is some exposure to fumes when using cleaners, solvents, disinfectants, aerosol sprays, and other cleaning products. Minimal exposure to fumes occurs in a typical office environment and may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. High school diploma or equivalent.
2. Two (2) years of experience that demonstrates the ability to perform custodial and maintenance work as well as general clerical office work.
3. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle (s) and/or equipment.
4. Pass a Department of Justice criminal record check for employment.
5. Pass a pre-employment drug test.
6. Valid tuberculosis (TB) certificate.
7. May be required to work variable shifts, and subject to emergency call back.
8. Prefer non-tobacco user.
9. Prefer bilingual (English/Spanish).