



## Facility Attendant

### Definition

Under general supervision, opens and closes various City facilities; sets up and takes down rooms for recreation classes and public and private events; sets up, operates, and maintains audio-visual equipment; performs light custodial work; and performs related work as required.

### Class Characteristics

This class performs the full range of duties required to ensure that City facilities are safe and provide the highest level of customer satisfaction for City and public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a variety of tasks in support of City recreation and community services programs and public and private events. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### Supervision Received and Exercised

Receives general supervision from the assigned supervisory or management personnel. Exercises no supervision of staff.

### Typical Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Opens, sets up, takes down, and closes facilities for classes, public and private rentals, meetings, and special events; arranges furniture and equipment and ensures set up is in accordance with customer needs and requests.

Meets with potential clients and conducts facilities walk-through; explains facility use rules, available equipment, and potential set-up designs; designs, creates, and maintains set up charts of facility rooms.

Conducts building orientation with clients prior to event.

Sets up, maintains, and operates audio-visual equipment, including projectors, cameras, and sound systems; tests equipment and troubleshoots technical issues.

Removes trash in and around buildings; performs light cleaning and custodial duties of facility rooms.

Provides staff support at special events and festivals.

Monitors the proper and safe use of program facilities by the general public and ensures adherence to rules and policies.

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.

Maintains accurate schedule and records of work performed and materials and equipment used.

Operates a City vehicle as assigned.

Performs other duties as assigned.

### **Qualifications**

#### **Knowledge of:**

Basic safety precautions and procedures related to recreation program area(s) and facilities.

Procedures and techniques for setting up and maintaining audio-visual equipment.

Safe work practices, including safe driving rules and practices

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

#### **Ability to:**

Learn, understand, and apply facility use policies and procedures.

Provide courteous assistance to facility patrons.

Set up rooms and facilities for classes, public and private rentals, special events, and meetings.

Remain flexible and adapt as job responsibilities change.

Maintain facilities and equipment in a clean, safe, and secure manner.

Perform routine equipment maintenance.

Maintain accurate logs, records, and basic written records of work performed.

Understand and follow oral and written instructions.

Organize own work, set priorities, and meet critical time deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Graduation from high school or equivalent and one (1) year of experience performing basic custodial or building maintenance tasks or experience in recreation programs.

### **Licenses and Certifications**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

### **Physical Demands**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables, chairs, and equipment and arrange facilities for classes, public and private rentals, special events, and meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to set up and take down facilities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds, or heavier weights with the use of proper equipment.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may occasionally work in the field and be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset public and private representatives in interpreting and enforcing departmental policies and procedures.

**Working Conditions**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of City facilities.

FLSA: Non-exempt  
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