



## POSITION DESCRIPTION

Position: Building Attendant		Department: City Manager's Office	
Reports to: Director of Authorities		FLSA Status: Exempt	
Location: The DEN	Division: The DEN	Pay Grade N/A	
Revised: February 20, 2017	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Perm Part Time

### **GENERAL PURPOSE**

Supervises the use of The Den on a given shift, and assists with TIFA projects as needed

### **SUPERVISION RECEIVED**

Works under the supervision of the Director of Authorities.

### **SUPERVISION EXERCISED**

None generally. May supervise part-time recreation staff, special interest instructors, seasonal employees, and volunteers, as required and/or assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Opens and closes The Den to accommodate hours of operation determined.

Supervises public use of The Den during open business hours as determined.

Cautions violators of facility rules and regulations infractions and contacts authorities if needed.

Arranges tables/chairs before and after meetings/gatherings as needed, maintaining a consistent/standard "building furnishings arrangement/set-up" for general use.

Performs needed custodial and maintenance work for cleaning building, including restrooms; stocks bathrooms and other areas with supplies; wipes down kitchen and mops floors as needed; performs other custodial or maintenance work as required.

Performs administrative office duties including reception, sets up and/or operates equipment for classes or programs if needed.

Responds to public inquiries about the facility made by telephone or in-person during work hours.

Promotes interest in and provides information regarding city-sponsored programs and services, as well as downtown features to the general public.

### **PERIPHERAL DUTIES**

Ability to communicate effectively with the general public

Light cleaning

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

- (A) Graduation from a high school or GED equivalent
- (B) One year related experience including building supervision; or
- (C) An equivalent combination of education and experience.

#### **Necessary Knowledge, Skills and Abilities:**

- (A) Knowledge of public facilities use/philosophy, knowledge of the equipment, facilities, operations and techniques used
- (B) Skill in operation of listed tools and equipment; skill in First Aid and CPR.
- (C) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, downtown businesses, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing.

### **SPECIAL REQUIREMENTS**

First Aid and CPR certification.

### **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing software; calculator; copy and fax machine; phone.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderately loud when in the field.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview, conditional offer of employment; background check, physical and drug screening; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Supervisor

Approval: \_\_\_\_\_  
Appointing Authority

Approval: \_\_\_\_\_  
Employee

