

## FACILITY ATTENDANT

### PURPOSE OF JOB

Employees in this class are under general supervision. The employee will perform work associated with facilitating and providing recreational programming, to include coordinating maintenance activities, overseeing recreation center operations, and ensuring compliance with recreational goals, objectives, policies, and procedures; performs other work as required.

### EQUIPMENT/JOB LOCATION

- Employee will use custodial, office, and concession stand equipment such as calculator, computer, mops, vacuum cleaner, cash register, telephones, credit card machine, and food prep equipment.
- Duties are mainly inside at the Civic Center. Some duties are outdoors in the Civic Center complex and City parks. The employee drives a vehicle to sites as needed.

### ESSENTIAL FUNCTIONS

**The following duties are normal for this job. These are not construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Responsible for attending to the needs of the Civic Center and City parks.
- Answer all incoming phone calls to the Civic Center and direct to appropriate personnel.
- Record and direct messages to all department personnel.
- Greet all incoming participants to the Civic Center.
- Take monies for daily visits. Sell membership passes, issue key fobs and monitor daily swipes.
- Take reservations for all outside recreation facilities.
- Complete all daily revenue reports and account for all monies.
- Enforces Civic Center rules and regulations.
- Issue appropriate keys to rental facilities and maintain facility records.
- Handles emergency situations such as maintenance problems (plumbing and electrical), emergency evacuation of the building, and emergency first aid situations
- Sets up for league activities including installation of volleyball nets, basketball goals, tables and chairs
- Schedules programs, events, rentals and other functions as outlined by the department
- Performs general custodial activities such as sweeping, mopping and disposing of trash.
- Assist with daily maintenance and cleaning of the Wellness Center as needed.

### ADDITIONAL EXAMPLES OF WORK PERFORMED

- Checks out equipment that is to be used for Civic Center activities and insures that it is returned in good condition
- Maintains a visible posture in the Civic Center as a deterrent to vandalism
- Locks and unlocks facilities at various parks
- Sets up rooms for various activities

## **REQUIRED KNOWLEDGE AND ABILITIES**

- Knowledge of basic custodial procedures
- Knowledge of the material and equipment used in custodial and general maintenance work
- Knowledge of the proper supervision of operation of a concession stand
- Ability to enforce Civic Center rules and regulations with firmness and with respect for the feelings of others
- Ability to receive and account for money and make deposits
- Ability to work an erratic schedule with some overtime, weekend, and holiday work required
- Ability to communicate clearly and effectively orally and written
- Ability to complete accurate records and make reports
- Ability to carry out routine oral and written instructions
- Ability to perform a variety of tasks simultaneously or in a rapid succession
- Ability to concentrate and accomplish tasks despite interruptions
- Ability to maintain a high level of discipline and morale
- Ability to establish and maintain an effective working relationship with the public and other employees

## **MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Any combination of training and experience equivalent to:

- High school diploma or equivalent
- Associate's degree with course work emphasis in recreation, business administration and marketing; supplemented by one (1) to three (3) years previous experience and/or training that includes facility management, preferably in the leisure industry; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job
- Must be able to maintain CPR, First Aid, and AED certifications provided annually by the City of McMinnville
- Must possess and maintain a valid operator's license
- Able to operate calculator, computer and concession stand equipment

## **(ADA) MINIMUM QUALIFICATIONS OR STANDARD REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which include a computer, printer, facsimile machine, copy machine, calculator, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty-five (25) pounds of force occasionally, and/or up to ten (10) pounds frequently. Physical demand requirements are at levels of those for sedentary work.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to this job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to this job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to use mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and use statistical inference.

**FORM / SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** May require the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to this job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear).

Note: This job description does not constitute an employment agreement between the City of McMinnville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of McMinnville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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