



City of Des Moines, Washington

JOB DESCRIPTION



FACILITY ATTENDANT

Extra Hire, Part-time

Salary Grade: EH – 1-4
FLSA Status: Non-Exempt

Bargaining Unit: Non-represented
EEO Category: Laborers and Helpers

Nature of Work

Under the general supervision of the Events and Facilities Manager, this position is responsible for the care and control of multi-purpose recreation facilities. This position will also maintain all amenities, provide customer service, facility monitoring and security, and custodial/maintenance.

Essential Functions

- Assumes responsibility and control of the facility, and may provide guidance and leadership direction to event staff or other part-time extra-hire staff while providing exceptional customer service.
- Maintains facility, equipment and amenities; i.e., cleans restrooms, sets up tables and chairs to change room set up, empties garbage.
- Assists with patron's use of the Department, City, and community facilities where Department programs and events are being held; provide information regarding the facility, to arrange room rentals, etc.
- Completes administrative duties in a timely manner; e.g., attendance, incident/accident reports, opening and closing procedures, facility inspection reports.
- Assists facility users/staff with facility setup and takedown, equipment checkout and inventory, lost and found, and general site supervision and security.
- Monitors user functions to ensure that building security is maintained and the rental contract is adhered to. Contacts emergency personnel (e.g. police, ambulance) if required.
- Maintains a safe and tidy program space ensuring equipment is set up and stored appropriately.
- Reports all concerns, accidents and incidents to immediate supervisor for follow up in a timely manner and take appropriate action.
- Monitors building systems reporting concerns to supervisor.
- Opens and closes building, ensuring that alarms are properly set if applicable; and doors are secured.
- In the event of any emergency situation, take charge in the absence of supervisory staff.
- Occasionally transports participants to and from field trips and program activities by driving a 14-passenger van; assists with maintaining vans in clean and operating condition; vacuums, washes and fills with gasoline; maintains current usage and mileage records.
- Maintains an understanding of department programs and services.
- Understands, adhere to, and enforces departmental and program procedures, confidentiality guidelines, emergency procedures and health and safety standards for all participants and staff.
- Attends meetings/training as required.

- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Must be able to lift a minimum of 50 lbs. in order to arrange tables, chairs, and room equipment.
- Must be able to read, interpret, direct, and follow rules, regulations, policies, and procedures.
- Secure, close, and lock facility when event is complete. Handle multiple tasks in high paced environment.
- Give direction to event staff.
- Knowledge of standard first aid and blood borne pathogen procedures.
- Communicate with clients in all types of situations.
- Deal with the public with poise and tact in sometimes stressful situations.
- Be flexible and self-starting in work assigned for the event or shift.
- Follow directions and supervise other employees.
- Ability to recognize safety hazards.

Job Classifications

Positions in this job classification series are flexibly staffed depending upon qualifications upon hiring with advancement to higher levels as recommended by the assigned department.

- **Facility Attendant I:** This is the entry-level in the job classification series. Incumbents work under direct supervision while learning policies and procedures, progressing to working under general supervision as job tasks of assigned area of responsibility are learned.
- **Facility Attendant II:** Incumbents typically have basic work-related experience and work under general supervision while learning policies and procedures, progressing to working under limited supervision as job tasks in the assigned areas of responsibility are learned.
- **Facility Attendant III:** Incumbents typically have one or more years of work-related experience and work under limited supervision already having learned job tasks in the assigned areas of responsibility. The III level is differentiated from the Facility Attendant IV (Lead) classification by the requirement of the Lead to provide lead direction to and oversee the work of other Facility Attendants.

Education and Experience Requirements

- **Facility Attendant I:** High school graduate or GED preferred but not required.
- **Facility Attendant II:** High school graduate or GED and one year of experience as a Facility Attendant I preferred, or any equivalent combination of education and experience.
- **Facility Attendant III:** High school graduate or GED and two years of experience as a Facility Attendant II preferred, or any equivalent combination of education and experience.

Special Requirements

- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Possession of a valid First Aid/CPR card, or obtain within three months of hire date, and maintain throughout employment.
- Must maintain current blood borne pathogen training.
- Must be able to pass a pre-employment physical
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.
- Successful completion of a pre-employment background and criminal history check.

Working Conditions and Physical Abilities

- Environment: Work location varies depending on facility rentals and scheduled events, usually work independently at multiple locations at various times.
- Physical Abilities: Must be able to lift a minimum of 50 pounds in order to arrange tables, chairs and room equipment.
- Hazards: Contact with dissatisfied or abusive individuals. Responsible for closing and locking facility alone at end of shift. Work will require the individual to use cleaning supplies at every shift.

Extra-Hire Employment

- The City defines an "extra-hire employee" as one who is appointed to a position that is not eligible for benefits except those mandated by law or regulations, such as Social Security, state mandated sick leave, and workers' compensation insurance.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.