

CITY OF BRISBANE

FACILITIES ATTENDANT

Definition

Under the general supervision of the Recreation Supervisor or Public Works Supervisor is responsible for the efficient preparation and removal of equipment and minor maintenance at City facilities by performing a variety of unskilled tasks.

Class Characteristics

The Facilities Attendant is a journey level classification capable of performing a wide variety of work to ensure that the appropriate equipment is set up and taken down in public facilities for scheduled functions, that the public facilities are kept clean and orderly, and provide minor maintenance for equipment and public facilities as necessary.

Examples of Duties (Illustrative Only)

- Opens and closes City facilities for scheduled functions.
- Oversees the participants utilizing City facilities to ensure the security of the facility and City equipment.
- Sets up and removes chairs, tables, audio/visual equipment, etc. and carries supplies to be utilized in City facilities for scheduled functions.
- Assists facility users with the operation of City equipment and appliances.
- Performs light maintenance and custodial work, including but not limited to changing lightbulbs, repairing chairs and tables and minor painting repairs.
- Meets with facility users to discuss equipment needs.
- Attends staff meetings, in-service training, as required.

Qualifications

Knowledge of:

- Operation and use of City equipment provided to facility users.
- Safety regulations necessary to maintain the safety of facility users and the security of City facilities and equipment.
- Methods, materials and equipment used in minor maintenance and custodial work.
- Safe lifting and moving practices and procedures for chairs, tables, and heavy equipment.
- Effective communication skills appropriate for dealing with a variety of individuals.

Ability to:

- Caring and cleaning of equipment utilized in City facilities.
- Instructing individuals on the proper use and care of City facilities and equipment
- Making effective judgments regarding the well-being of facility users and City facilities and equipment.
- Enforce safety regulations to ensure the safety of facility users and security of facilities and equipment.
- Working independently in the absence of supervision.
- Understanding and carrying out verbal and written instructions.
- Communicating effectively with individuals of all ages.
- Establishing and maintaining relationships with those contacted during the course of work.
- Properly using a variety of maintenance and custodial materials.

Education and Experience:

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

Education: Equivalent to graduation from high school or GED.

Experience: Previous experience performing maintenance and/or custodial-related work is desirable.

Licenses: Possession of or the ability to obtain a valid Class C California driver's license and a satisfactory driving record is desirable. Possession of a Class B California driver's license is desirable.

Working Conditions:

Must be willing to work off-shift and weekend hours, depending upon the program or project to which assigned. Must be fingerprinted for submission to the California Department of Justice.

Physical Demands:

Must possess mobility and strength to lift, carry, or move tables, chairs, and other related equipment, which may weigh up to 50 pounds; vision to read printed materials; and hearing and speech to communicate in person and over the telephone.

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Resolution: 2004-15

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Resolution:

Bargaining Unit: N/A (Hourly Pay Scales)
Resolution: 2001-27

Former Titles:

Abolished: