



CITY OF HALF MOON BAY

Job Specification

Class Title: Building Attendant I/II/III
Status: Non-Exempt
Department: Office of the City Manager
Reports To: Recreation Coordinator
Employee Group: Part-time, Non-represented
Adopted by City Council/Resolution Number:
Modified:

DEFINITION

The Building Attendant is a part-time position that supports the use of the Community Center and other City facilities by community members and City staff.

SUPERVISION RECEIVED/EXERCISED

The Building Attendant receives supervision from the Recreation Coordinator. May receive direction from a Recreation Leader.

DISTINGUISHING CHARACTERISTICS

Building Attendant I: has little or no experience in facilities management or property rentals.

Building Attendant II: has experience in facilities management or property rentals.

Building Attendant III: has experience in facilities management or property rentals, but is expected to have the competence and judgment to work more independently.

IMPORTANT AND ESSENTIAL DUTIES (ILLUSTRATIVE ONLY)

- Opens, secures and closes City facilities.
- Arranges chairs, tables and other equipment for events held at City facilities.
- Monitors activities during facility rentals and other facility usage including monitoring the time of access and departure of the group, monitoring the setup and cleanup quality provided by the group to ensure that department standards are met. Inspect facilities after each usage ends.
- Accepts and files facility rental paperwork and drop in fees.
- Provides customer service in person or by phone by orienting users, answering questions and resolving problems.

- Enforces department rules including facility rental policies.
- Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Basic mathematical functions.
- Equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Modern computer equipment and Microsoft Office suite programs and browsers.

Skill to:

- Set up audio and video systems and other devices as needed.
- Maintain an even disposition under pressure and trying circumstances.
- Read general diagrams for event set ups.
- Communicate clearly and understandably, both verbally and in writing.

Ability to:

- Provide excellent customer service to internal and external customers including vendors, renters and instructors.
- Work variable hours, including mornings, late evenings, weekends and holidays.
- Perform heavy manual labor.
- Ensure the safety and security of buildings.

EDUCATION AND EXPERIENCE

Sufficient education and experience to satisfactorily perform the duties of this classification are required. Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Building Attendant I: Possession of a High School Diploma, or equivalent, and no experience. Experience working in a recreation, facility management or related setting can substitute for the diploma or equivalent.

Building Attendant II: Possession of a High School Diploma, or equivalent; and two (2) year's paid or unpaid work experience, or two (2) years of experience equivalent to the level of Building Attendant I.

Building Attendant III: Possession of a High School Diploma, or equivalent; and four (4) year's paid or unpaid work experience, or four (4) years of experience equivalent to the level of Building Attendant I.

PHYSICAL DEMANDS

The ability to maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned. The ability to move tables, chairs, and equipment; lift equipment and supplies from 5 to 50 lbs. in weight is required.

WORKING CONDITIONS

This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person.

LICENSES, CERTIFICATES AND REGISTRATIONS

Possession a valid California Class "C" Driver's License and satisfactory driving record. Possession of a current First Aid/CPR/AED certificate or ability to attain within 6 months of hire. Candidates who receive offers of employment will be required to submit fingerprints, undergo a criminal record clearance, and receive a TB screening/chest x-ray. Candidates must be eighteen (18) years of age or older. Bilingual (Spanish) language ability, both written and spoken, is preferred.