



# SENIOR FACILITY ATTENDANT

## SUMMARY

Under general supervision, performs custodial duties related to the care and cleaning of assigned facilities; performs a wide variety of duties for events, classes, and programs, including, but not limited to, set-up and tear-down of tables, chairs, equipment, and supplies; provides custodial and operational support in a lead capacity when assigned; performs minor maintenance and repairs; and performs related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. Leads and directs lower-level staff and volunteers.

## DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level classification in the Facility Attendant series; incumbents are responsible for providing custodial and operational support to facilities, events, classes, and programs, and performing in a lead capacity when assigned. Incumbents are expected to work independently and exercise good judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Event and Custodial Crew Leader in that the latter serves in a lead capacity over the custodial and event crews.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

1. Performs custodial duties at assigned facilities which include, but are not limited to, cleaning, sweeping, vacuuming, mopping, waxing, stripping, and polishing floors; cleaning furniture, woodwork, fixtures, equipment, supplies, doors, windows, walls, walkways, driveways, and facility grounds; disposing of trash.
2. Provides operational support for events, classes, and programs, including, but not limited to, set-up and tear-down of tables, chairs, equipment, and supplies.
3. Provides custodial and operational support in a lead capacity when assigned.
4. Inspects facilities and equipment, reports issues in a timely manner to appropriate higher-level staff; performs minor facility maintenance.
5. Monitors and enforces rules, policies, and procedures.
6. Maintains logs and records of activities.
7. Receives and responds to questions, concerns, and complaints from patrons; determines issues and resolves or refers to higher-level staff as appropriate.
8. Assists with opening, closing, and securing facilities in compliance with policies and procedures.
9. Assists with staff training; participates in required training sessions, including safety drills and other emergency procedures; performs all work in a safe manner in accordance with policies and procedures.
10. Works collaboratively with internal and external customers.
11. Assists with District special events as needed.
12. Performs related duties as assigned.

## QUALIFICATIONS

### Education and Experience:

- High School Diploma or GED required; relevant college level coursework or vocational training is desirable;
- AND**
- Two years of relevant custodial and/or event operations experience.
- OR**
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.



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## **Knowledge of:**

- Principles and practices of leadership, positive reinforcement, and team dynamics.
- Principles and practices of custodial and facility operations.
- Safety practices and equipment related to the work.
- Relevant rules, regulations, policies, and procedures.
- Principles and practices for providing high level of customer service.
- Principles and practices of recordkeeping.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications related to the work.

## **Ability to:**

- Use, operate, and maintain a variety of custodial, audio-visual, and operational equipment.
- Effectively provide staff leadership and work direction.
- Assist with training.
- Perform minor maintenance duties.
- Monitor and enforce relevant District regulations, policies, and procedures.
- Administer first aid, CPR, and AED as needed.
- Maintain order and safety in a crowded and noisy environment.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work as directed in an efficient, effective, safe, and timely manner.
- Respond appropriately to changing situations.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

## **Licenses and Certifications:**

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Completion of American Red Cross First Aid, CPR, and AED training within six months of hire and maintain certification throughout employment.

## **PHYSICAL DEMANDS**

Must possess: mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of cleaning tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Finger dexterity needed to operate tools and equipment. Work activities may require standing, walking on uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

## **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels, wet and slippery conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

## **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.



Livermore Area  
Recreation and Park District  
*An independent special district*

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### PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- TB Test

### CLASSIFICATION DETAILS/HISTORY

Job Code: PT-282

FLSA Status: Non-Exempt

Supersedes: Recreation Maintenance Worker II dated 6/27/07