



# Town of Moraga

## Facility Attendant

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specification ***may not include all*** duties performed by individuals within a classification. In addition, specifications are intended to outline the ***minimum*** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

**Established:**

**Revised:** August 27, 2014

**Employee Group:** Unrepresented; Limited Service - Seasonal

**FLSA Status:** Non-Exempt

### **CLASSIFICATION DESCRIPTION**

#### **Purpose**

Under direct supervision of the Parks and Recreation Director and/or Coordinator, this position serves as an on-site attendant for external, client-paid special events, and works as scheduled on an intermittent basis, frequently on weekends and during evening hours. This position may also work additional seasonal events for the Parks and Recreation Department throughout the year.

#### **Working Conditions**

Work is conducted in a combination of indoor and outdoor settings, and includes handling furniture, janitorial duties, and responding to multiple client requests. Work is conducted independently with occasional exposure to excessive noises, water, and large crowds.

#### **Physical and Mental Demands**

**Physical:** Must possess mobility to work in a standard janitorial/facilities maintenance setting. The position requires the ability to talk, listen, stoop, kneel, reach, sit, stand, move, walk, bend, crouch, crawl, climb, twist, and engage in repetitive motions. Must possess mobility to lift at least 50 pounds.

**Mental:** Must possess the ability to interpret and follow instructions, read, write, coordinate, negotiate, speak, enforce, maintain work pace, relate to other people, divert, perform varied, complex tasks, and evaluate.

#### **Supervision Received and Exercised**

This position receives general supervision from the Recreation Coordinator and Director with no direct on-site supervision, following initial training.

### **EXAMPLES OF DUTIES**

Job duties include, but are not limited to the following:

- Ensure adherence to all rules and regulations identified in the special event contract and use application for each venue.
- Work closely with all clients from set-up through the final checkout.
- Ensure adherence to all guidelines for use and occupancy.

- Develop a basic familiarity with the physical plan of each venue.
- Provide reasonable and effective solutions to on-the-spot and unforeseen problems such as burned out light bulbs, plugged toilets, blown fuses, spilled liquids, mis-timed sprinkler systems, etc.
- Open, close, clean, secure and alarm facilities.
- Answer questions from potential clients touring the grounds.
- Monitor caterers and additional vendors during set-up and break-down of events.
- Provide set-up and break-down of site furniture and equipment for internal and external events as needed.
- Move, carry and install furniture and equipment for internal and external events, including wedding ceremonies and receptions, concerts, parties, meetings and classes.

## **QUALIFICATIONS**

### **Knowledge and Abilities**

- Knowledge and understanding of safe work practices.
- Ability to effectively exchange or convey information to supervisors, clients, caterers, vendors and the general public.
- Ability to follow direction.
- Ability to respond quickly and effectively to new and unforeseen situations that may arise.
- Ability to perform basic maintenance and custodial functions.
- Ability to work independently.
- Ability to perform physical labor and to lift at least 50 pounds.
- Other skills: reliability, dependability and responsiveness to client needs.

### **Education and Experience**

Experience: Maintenance and custodial experience preferred.

Training: Equivalent to completion of high school.

### **License or Certificate**

- Valid Class C California driver's license.
- Appropriate clearance from background check and/or fingerprinting.