

**CITY OF LATHROP
SENIOR FACILITY ATTENDANT**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **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.*

DEFINITION:

Under general supervision, prepare, manage, track paperwork associated with facility usage; works directly with staff, general patrons, and custodial companies; assists Recreation Supervisor in planning, organizing, scheduling and evaluating City facilities; performs a variety of custodial duties, monitor events and classes, and other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The **Senior Facility Attendant** is the advanced journey level support classification in the Parks and Recreation department in which the incumbents are expected to independently perform the full scope of assigned duties. The incumbent performs a full range of coordination responsibilities, including organizing, scheduling and evaluating facilities. This class is distinguished from the next higher classification of Recreation Coordinator in that the latter has overall responsibility for an assigned program area.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a Recreation Supervisor. May exercise technical and functional supervision over assigned lower staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Communicates with customers, staff, security, and custodial service; assist with permitting process, maintains records.
- Prepare, manage, track paperwork associated with facility usage, including but not limited to insurance endorsements, security agreements, sound permits, bounce house rental agreements, etc.
- Monitors and maintains records for all permits; takes payments from customers; notifies supervisor and customers of pending permit paperwork.
- Assists with hiring, training and supervising part time staff; schedules part time staff according to forecasted needs to ensure necessary facility coverage during permitted hours; prepares time sheets for payroll; monitors part-time staff hours.
- Oversees and monitors staff on week nights, weekends, and holidays.
- Informs staff and customers of City laws, policies and procedures pertaining to facility use and safety, and ensure that users are in compliance.

- Assists Recreation Supervisor in planning, organizing, scheduling and evaluating facility conditions and usage (both indoor and outdoor).
- Coordinates with various community partners, agencies and other City departments to provide opportunities for facility usage.
- Opens and closes the operations of the parks and recreation facilities regularly and performs custodial maintenance work as needed, or emergency work.
- Maintains inventory of supplies and equipment; distributes supplies and equipment; assists with ordering supplies and equipment for all parks and recreation facilities.
- Assists with public relation duties such as preparing and distributing flyers, press releases, and brochures.
- Provides clerical support, program registration, answer telephones, and maintains correspondence with other divisions or departments.
- Performs set up of tables, needed equipment, chairs, and bleachers for classes, programs and rentals and may serve as site monitor for various building and grounds during usage.
- Makes safety checks on the facility and eliminate hazards to ensure complete safety of the patrons.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

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 reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service. The need to lift, drag and push items weighing up to 25 pounds also is required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Facility Attendant**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience, and a high school diploma or equivalent.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices..

Ability to:

Prepare, manage, track paperwork associated with facility usage; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately;; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate standard recreation tools and equipment; operate an office computer and a variety of word processing and software applications.

HOURS:

Facility Attendants will work both traditional and non-traditional hours including weekends and nights.