Title: Facility Attendant II

FLSA Status: Non-Exempt

Rate of Pay - $16.25/hr.

### Job Purpose:

The purpose of this part-time position is to monitor the general supervision of the Centennial Commons Recreation Facility. Welcomes guests and works to ensure they have a safe and enjoyable experience. This position is also responsible for maintaining the weight and cardiovascular fitness areas to make sure equipment is clean, functioning and used properly; as well as monitors events and renter activities (including gymnasium and indoor soccer facility) in progress according to the rules of the facility. Work is performed under the direction of the Recreation Supervisor II – Fitness, Health and Sports and indirectly to the Recreation Supervisor II – Facilities and the Deputy Director of Recreation Services.

### Essential Functions

* Daily supervision of Centennial Commons Recreation Facility (i.e. gymnasium, indoor soccer facility, rental/program areas, etc.).
* Complete onsite checks of the entire recreation facility throughout shift
* Monitor events and rentals in progress to ensure smooth flow and to anticipate and resolve issues.
* Perform check in and check out duties with facility users
* Supervises and interacts with both renters and fitness participants at Centennial Commons Recreation Facility.
* Assists with the planning, organization, promotion and execution of activities for participants.
* Assists in the development and implementation of center goals and objectives.
* Always monitor all fitness areas.
* Enforcement of facility policies and City rules and regulations.
* Informs supervisor of all positive and negative information regarding facilities, programs, staff or the general public.
* Addresses emergency/accident issues regarding patrons and facilities.
* Handles confidential and sensitive information in an effective manner.
* Represents fitness programs to the participants, volunteers and community.
* Performs special projects and tasks as assigned by Recreation Supervisor II and/or supervisory staff.
* Other related duties as required.

### Qualifications:

* Must be at least 18 years of age.
* High School Diploma or age appropriate with this level of schooling (some college preferred).
* Minimum of two years responsible experience working in a recreational setting or similar role (preferred).
* Extraordinary attention to detail.
* Must be able to obtain CPR and AED certification within six (6) months of employment.

### knowledge, skills and abilities:

* Knowledge and skill in fitness programming and activities.
  + - * Ability to work a combination of early mornings, days, evening, weekends and holidays
* Ability to understand and communicate written/oral forms and instructions.
* Ability to communicate effectively in written and oral forms.
* Excellent communication and interpersonal skills.
* Ability to establish and maintain effective and courteous relationships with renters, staff, and vendors.
* Ability to work independently.
* Ability to prioritize multiple tasks and work under pressure.
* Ability to document clear internal and external operational procedures.

### Overall Physical Strength Demands:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| -Physical strength for this position is indicated below with “X”- | | | | | | | | | |
| Sedentary |  | Light |  | Medium |  | Heavy | **x** | Very Heavy |  |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts regularly OR requires walking or standing to a significant degree. | | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. regularly. | | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. regularly. | | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. regularly. | |

### Work Environment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C  Regularly  Over 70% | F  Frequently  41% to 70% | O  Occasionally  16% to 40% | R  Rarely  Up to 15% | N  Never  0% |

|  |  |
| --- | --- |
| -Physical Demand- | -Frequency- |
| Sitting | O |
| Talking | C |
| Hearing | C |
| Feeling attributes of objects (e.g., determining size, shape, temperature, or texture by touching with fingertips) | C |
| Grasping | C |
| Pushing | C |
| Standing | C |
| Walking | C |
| Driving | N |
| Reaching with hands/arms | C |
| Stooping, kneeling, crouching, crawling | C |
| Climbing or balancing | C |
| Repetitive wrist, and or finger movement | C |
| Moving up and down from/to sitting position on the floor | C |
| Physical support and care of children (e.g. diapering, feeding, positioning, etc.) | N |

### EnviroNmental Conditions:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C  Regularly  Over 70% | F  Frequently  41% to 70% | O  Occasionally  16% to 40% | R  Rarely  Up to 15% | N  Never  0% |

|  |  |
| --- | --- |
| -Environmental Condition- | -Frequency- |
| Work in confined spaces (crawl spaces, shafts, pipelines) | N |
| Wet, humid conditions (non-weather) | N |
| Varying, inclement outdoor weather conditions | N |
| Vibration | N |
| Work in hazardous traffic conditions (does not include regular traffic commute) | N |
| Extreme cold (non-weather; 1 hour) | N |
| Extreme heat (non-weather; >100 deg. F for > 1 hour) | N |
| Subject to oils (mechanical or food) | N |
| Required to wear a respirator | N |
| Fumes or airborne particles | N |
| Work near moving mechanical parts | F |
| Work in high, dangerous places | N |
| Risk of electrical shock | N |
| Potentially hazardous bodily fluids | F |
| Potentially hazardous or cancer-causing agents or chemicals | N |

### Visual ActivitiEs:

|  |  |
| --- | --- |
| -Activity- | -Usually Required- |
| Clarity of vision at 20 feet or more. | Yes |
| Clarity of vision at 20 inches or less. | Yes |
| Three-dimensional vision- ability to judge distance and space relationships. | Yes |
| Precise hand-eye coordination. | Yes |
| Ability to identify and distinguish colors. | Yes |

### Noise Exposure:

|  |  |
| --- | --- |
| -Level- | -Indicator- |
| Very quiet |  |
| Quiet |  |
| Moderate noises (i.e., an office with conversations, photocopiers, and/or computer printers.) | X |
| Loud noise |  |
| Very loud noise |  |

Description of loud or very loud noise:

|  |
| --- |
|  |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, Computer, Copy Machine, TV, DVD, Vacuum Cleaner, AED, Fitness Equipment.

### Signature – Review and Comments:

I have reviewed this description and understand the requirements and responsibilities of the position.

|  |  |  |
| --- | --- | --- |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Employee | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title of Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Supervisor | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Job Title of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Department Head | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date |

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.