Title: Facility Monitor

FLSA Status: Non-Exempt

Rate of Pay - $15.50/hr.

### Job Purpose:

The purpose of this part-time position is to monitor the general supervision of the Heman Park Community Center facility. Welcomes guests and works to ensure they have a safe and enjoyable experience; as well as monitors events and renter activities in progress according to the rules of the facility. Work is performed under the direction of the Recreation Supervisor II – Facilities and indirectly to the Deputy Director of Recreation Services.

### Essential Functions

* Supervision of Heman Park Community Center (i.e. rental/program areas, etc.).
* Monitor events and rentals in progress to ensure smooth flow and to anticipate and resolve issues.
* Complete onsite checks of the Heman Park Community Center throughout shift.
* Perform check in and check out duties with facility users.
* Supervises and interacts with participants at the Heman Park Community Center.
* Assists in the development and implementation of facility policies, rules and procedures.
* Enforcement of facility policies and City rules and regulations.
* Informs supervisor of all positive and negative information regarding rentals, staff or the general public.
* Addresses emergency/accident issues regarding patrons and facilities.
* Handles confidential and sensitive information in an effective manner.
	+ - * Ability to work days, evening, weekends and holidays
* 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 21 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:

* 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 | **x**  | Heavy |  | 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRegularlyOver 70% | FFrequently41% to 70% | OOccasionally16% to 40% | RRarelyUp to 15% | NNever0% |

|  |  |
| --- | --- |
| -Physical Demand- | -Frequency- |
| Sitting | C |
| 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:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| CRegularlyOver 70% | FFrequently41% to 70% | OOccasionally16% to 40% | RRarelyUp to 15% | NNever0% |

|  |  |
| --- | --- |
| -Environmental Condition- | -Frequency- |
| Work in confined spaces (crawl spaces, shafts, pipelines) | N |
| Wet, humid conditions (non-weather) | N |
| Varying, inclement outdoor weather conditions | R |
| 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) | R |
| Subject to oils (mechanical or food) | O |
| 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 | R |
| 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.

### 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.