



## FACILITIES ATTENDANT/CUSTODIAN

**DEFINITION AND PURPOSE:** Under the general direction of the Facilities and Grounds Facilities Coordinator, the Facilities Attendant performs a variety of skilled and semi-skilled tasks in the maintenance of recreation facilities, and District buildings. The Facilities Attendant also provides excellent customer service to residents and guests attending classes, programs, special events and visiting District facilities.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Performs duties in cleaning and maintaining District buildings and offices
- Performs duties in cleaning and maintaining public restrooms and recreation facilities
- Performs duties in maintaining gymnasium facilities
- Pick up and dispose of rubbish and trash in and around District facilities and buildings
- Operates and maintains a variety of custodial machines
- Act as liaison between user groups, class attendees, instructors and the District
- Distributes equipment as needed
- Answer telephone in a helpful and courteous manner
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Activity set-up and takedown, including tables, chairs and recreational equipment
- Ensuring that facility users are abiding by District policy
- Taking reports of accidents, incidents, etc. and notifying the appropriate person
- Responds quickly to all safety related issues

### NON-ESSENTIAL JOB FUNCTIONS:

- Plants, waters, and assists in the care of the shrubs and plants
- Performs minor construction and repairs of District buildings and structures
- Performs minor electrical repairs
- Performs minor plumbing repairs
- Maintains tools, equipment and supplies in proper condition
- Maintains and assists in ordering supplies for Parks and facilities, restrooms, and cleaning supplies
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of common methods, equipment and tools used in park and building maintenance; basic understanding of electrical systems and components; must be able to work independently; communicate effectively both orally and in writing; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, and the general public; must have the ability to perform safe work practices, follow directions and procedures, both written and oral; must have ability to work in a team environment.

### EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Minimum one year experience with park or building maintenance desired.



## LICENSES AND CERTIFICATES

First Aid and CPR certifications are strongly recommended.

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

## WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision when reading documents, and operating a computer. The need to climb stairs and lift; the ability to perform physical labor, lifting and carrying heavy objects up to 100 lbs. The position requires working in both an indoor, temperature-controlled building environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around construction, maintenance and turf care equipment, and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

**COMPENSATION:** Part-time/seasonal/temporary, Union position.

Wage rate range

\$17.96 - \$24.07

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**