



**FACILITY ATTENDANT P/T- PARKS AND RECREATION  
JOB DESCRIPTION**

<b>JOB TITLE:</b> Facility Attendant	<b>CLASSIFICATION:</b> Service/Maintenance	<b>IMMEDIATE SUPERVISOR:</b> GMII, Parks Supervisor, Parks, Recreation, or Cultural/Community Events Superintendent
<b>PAY GRADE:</b> 106	<b>DEPT:</b> 7200 Parks	<b>STATUS:</b> FT <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of park and recreation buildings, grounds, open spaces and parks.

**SUPERVISION EXERCISED:** None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs general landscaping duties including but not limited to planting and trimming lawns, trees, shrubs, flowers, and pulling weeds.
- Performs janitorial duties in all park facilities including but not limited to the removal of trash from buildings, parks and grounds. Cleans restrooms, walls, baseboards, lighting, vacuuming, mopping, mirrors, and replenishing supplies such as paper products and soap.
- Performs general building aesthetics including minor repairs, minor touch up painting, etc. Reports larger repairs and generate a repair request. Does periodic checks of outlets/receptacles, lighting, furniture, fixtures, etc. for repairs needed.
- Does complete security checks, locking and securing the facility at time of closing and opens facilities for public use in the mornings.
- Assists patrons of the parks, directing them to the proper person for bookings and additional information on rentals or facility use. Helps with questions about the facility and park activities.
- Addresses issues inside and outside the building with regard to injuries, accidents and or complaints.
- Helps to organize and set up facility for rental or special event, and helps to clean up.
- Monitors the general activities of the facility throughout the day addressing solicitors, vandalism, or potential issues.

**OTHER DUTIES:**

- Performs other related duties as required.

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- High school diploma or equivalency, and

- Any related combination of training and experience.

Knowledge, Skills and Abilities:

- Some knowledge of the principles, practices and techniques of building and grounds maintenance, or a related field.
- Some knowledge of the basic principles and practices of equipment and supplies used to perform minor repairs and various semi-skilled tasks.
- Some knowledge of safety hazards and applicable safety precautions.
- Ability to learn and use common hand tools and mechanical equipment.
- Ability to perform heavy manual labor for extended periods of time under varying weather conditions.
- Ability to understand and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to work independently and in groups, and the ability to complete daily activities according to work schedules.

**SPECIAL REQUIREMENTS:**

- Valid Florida State driver's license, or ability to obtain one. No more than two moving violations within the last 12 month period. No more than six violation points in the last 24 months.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is frequently required to stand and walk. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, or crawl, and talk or hear.

The employee must frequently lift and/or move up to 50 pounds, occasionally lift and/or move more. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate neck frequently, extend arms overhead frequently, and turn completely around from fixed stance.

**TOOLS & EQUIPMENT USED:**

Pick up truck, and other vehicles as assigned; lawn and landscaping equipment, including tractors, mowers, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; hand and power tools; janitorial equipment, and other associated equipment

used in the maintenance and operation of park and recreation buildings, grounds, parks and open spaces.

**ENVIRONMENTAL CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside the buildings, and in the outside weather conditions. Frequent exposure to wet and/or humid conditions, hot outdoor temperatures, mild to cool temperatures, air conditioning, chemicals, fumes, foul smelling odors, airborne particles, and vibration. The employee may occasionally work with crowds of people. The employee occasionally works in high, precarious places, and near moving mechanical parts. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment can be occasionally loud.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview and reference check; job related tests may be required. The Village is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

**JOB DESCRIPTION HISTORY:**

Created 9-29-14

Revised 11-5-15