

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Facilities Attendant
DEPARTMENT: Parks and Recreation
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs entry-level work in the Parks and Recreation department. Performs a variety of job tasks related to facilities operations and maintenance at an assigned facility and / or park. Work is performed under close supervision with minimal latitude for the use of initiative and independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs set up and take down of equipment for special events, recreation activities, athletic leagues, specialized programs and groups & organizational meetings
- Ability to handle small repairs in recreation facilities
- Performs cleaning and maintenance tasks at an assigned facility and / or park
- Cleans interior and exterior of City vehicles assigned to the division
- Performs routine cleaning tasks of interior and exterior of facilities; including cleaning bathrooms, dusting, sweeping & mopping, stripping and waxing floors, vacuuming, garbage removal, picking up debris in facility parking lot, cleaning windows and mirrors, etc.
- Interacts with groups of people in recreation facilities and parks
- Ensures all facilities equipment are in good working condition.
- Assists with tracking the inventory of cleaning supplies, tools and equipment
- Informs supervisor when work orders are needed
- Assists in the implementation of special activities and events
- Provides exceptional customer service by interacting with people in recreation facilities and parks.
- Obtains quotes for ordering supplies and order items when approved to do so.
- Performs other related duties as assigned and/or required within all city facilities and parks.

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MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by at least one (1) year of experience in the maintenance of parks and recreation facilities or on the janitorial field.

Must have a state of Florida driver's license, class E. CPR/AED certification must be obtained within the first three (3) months of being hired and maintained throughout employment. Must successfully pass the National Institute Management Systems (NIMS) IS-100 & IS-700 tests within the first 3 months of being hired and maintained throughout employment

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of industrial cleaning products, materials, and methods and maintenance equipment used in facility maintenance
- Knowledge of safe work practices
- Skill in providing good customer service
- Skill in Microsoft Office products (Word, Outlook, Excel)
- Ability to use a variety of building maintenance equipment, supplies, and materials
- Ability to utilize Rec Trac software to look up reservations
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to organize work for timely completion
- Ability to operate small hand tools
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to work independently and under close supervision. Takes initiative and ownership of work.
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes.
- Ability to communicate and interact with individuals and groups
- Ability to regularly attend work and arrive punctually for designated work schedule, including mornings, evenings, weekends, special events and holidays

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the regular and, at times, sustained performance of moderately physically demanding work and may require occasional lifting, carrying, pushing and/or pulling of heavy objects or materials (up to 80 pounds). Tasks that require moving objects of significant weight require the assistance of another person and/or use of proper techniques and moving equipment. Tasks may involve extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

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SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Employee Signature

Date