

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

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

GENERAL PURPOSE:

Performs senior and/or lead-level technical or specialized work in the Parks and Recreation department. Responsible for facility operations, maintenance, and supervision of personnel. Leads facilities attendants in the coordination of duties and projects. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. Position relies on experience and exercises independent judgment to determine best approach by using and interpreting policies and procedures.

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.

- Schedules and controls daily work assignments for facilities attendants
- Coordinates all set-ups and maintenance schedules for groups and organizations using the City's facilities
- Keeps supervisor informed of facilities attendants' overall performance
- Ensures work assignments are completed accurately and in a timely manner
- Informs supervisor of issues or concerns that may result in disciplinary action
- Performs clean-up and various custodial services for the City's recreational venues
- Provides on-the-job training to facilities attendants to demonstrate job tasks, equipment usage and safety procedures
- Purchases and inventories maintenance supplies
- Provides input and assists supervisor with annual employee evaluations
- Tracks and handles work order request throughout recreation facilities
- Assists in maintaining proper documentation of material safety data sheets for cleaning supplies
- Assist Fire Inspector with fire extinguisher and facilities inspections to ensure parks and recreation meets fire code standards
- Provides flexibility in work schedule to cover in the absence of a facilities attendant
- Makes recommendation of approval/disapproval for facilities attendants' requested time off
- Performs other related duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by at least three (3) years' experience in the maintenance of parks and recreation facilities; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a State of Florida driver license, class E.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge safe working practices and usage of cleaning solutions
- Skill with small hand tools and industrial cleaning equipment
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to multi-task while working with tight deadlines and shifting priorities
- Ability to train personnel on safety measures and use of cleaning products, equipment and techniques.
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule, including evenings, weekends, and holidays

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the periodic performance of moderately physically demanding work, usually involving lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (up to 50 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 some climbing, stooping, kneeling, crouching, or crawling. Tasks may involve extended periods of time at a keyboard or work station and 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)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date