

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

---

**JOB TITLE:** Facilities Attendant (Part-time)  
**DEPARTMENT:** Public Works  
**FLSA STATUS:** Non-exempt

---

**GENERAL PURPOSE:**

Performs entry-level work in the Public Works department. Performs a variety of job tasks related to vehicle detailing / maintenance at an assigned facility. 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.

- Cleans and details buses, equipment, and vehicles as assigned
- Performs pre-trip inspections of buses as assigned
- Checks and maintains supplies
- Drives buses on routes or at special events, if necessary
- Performs maintenance tasks at an assigned facility
- Shuttles buses and drivers as necessary
- Performs other related duties as assigned and/or required

**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by a minimum of six (6) months of experience cleaning and detailing vehicles in a commercial setting; an equivalent combination of education, certification, training, and/or experience may be considered.

Must have a valid state of Florida driver license, with the ability to obtain a class B commercial driver license (CDL) with passenger endorsement within six (6) months of employment

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of industrial cleaning products, materials, and methods and maintenance equipment used in bus maintenance
- Knowledge of safe work practices
- Ability to use a variety of vehicle maintenance equipment, supplies, and materials
- 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

## **CITY OF COCONUT CREEK JOB DESCRIPTION**

- Ability to organize work for timely completion
- Ability to work with minimal supervision
- 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 weekends

### **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 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 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.

### **SENSORY REQUIREMENTS:**

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

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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