ORGANIZATION: City of Newport
DEPARTMENT: Parks and Recreation

LOCATION: Newport, Oregon
DATE: November 2007

JOB TITLE: Building Attendant

PURPOSE OF POSITION:

Clean recreational buildings, including the gymnasiums, restrooms, showers, windows, hallways, doors, and water fountains. Setup and takedown rooms for events as needed. Assist patrons in retrieving recreational equipment as needed.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Clean recreational buildings. Clean gymnasiums; including sweeping and mopping the floors and removing scuff marks. Clean windows, water fountains, and doors. Clean bathrooms and showers, including vacuuming, wiping, and scrubbing surface areas. Spray surfaces with cleaning solution. Clean and sanitize cardio room.

Assist patrons by retrieving recreational equipment as needed.

Setup and takedown rooms for special events.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

JOB QUALIFICATION REQUIREMENTS:
MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency

KNOWLEDGE: Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to cleaning equipment.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment, and cleaning equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required while operating equipment such as computers, keyboards, telephones, standard office equipment, and cleaning equipment. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors and may involve exposure to fumes, chemicals, dust, and wet and slippery surfaces.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Recreation Superintendent.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

Incumbent Name	Incumbent Signature	Date
Supervisor Name	Supervisor Signature	Date

Date Revised: November 2007