



## **CITY OF NEWPORT, OREGON BUILDING ATTENDANT PARKS AND RECREATION –RECREATION CENTER**

The City of Newport is seeking a reliable, experienced, and professional individual to fill our open Building Attendant position. This is a non-exempt, part-time position (less than 20 hours a week) with a starting pay of \$13.88 an hour. Employees will be eligible for a free recreation center pass as part of the employment package.

Under general supervision, this position will perform a variety of duties to provide support to the users of the Recreation Center facility. Responsible for building security, maintenance, and cleanliness of recreational buildings, including the gymnasiums, restrooms, showers, windows, hallways, doors, and water fountains.

### **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 experience would be: A high school diploma or equivalency AND 6-months related experience.

**KNOWLEDGE:** Knowledge of custodial tasks and duties. 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. Skill in the use of janitorial equipment. Strong time management, organization, and prioritization skills. Customer Service orientation and skills. Professionalism.

**ABILITIES:** Ability to establish and maintain an effective and professional working relationship with City management, employees, Council members, other entities, and the general public. Ability to learn City and Department policy and procedures. Ability to be detailed and accurate with work. Ability to communicate effectively and professionally, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions. Ability to maintain logs and records. Ability to work independently with minimum amount of direction.

#### **SPECIAL LICENSES AND CERTIFICATIONS:**

First-Aid CPR/AED training within 30 days of hire.

#### **DESIRABLE QUALIFICATIONS:**

Training in the care and maintenance of a large facility, special flooring, and entry level maintenance.

#### **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 sixty pounds and occasionally lift or move materials up to 100 pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required 60% of the time 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. The Building Attendant works on a daily basis with dangerous and toxic cleaning products that can be very harmful to one's health if not properly utilized. The Building Attendant also regularly has to clean up blood, vomit and other bodily fluids that are unpleasant to deal with.

**TO APPLY:** City application forms are available on the city website at [www.newportoregon.gov](http://www.newportoregon.gov), or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. **Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to [jobs@newportoregon.gov](mailto:jobs@newportoregon.gov).**

**The position will be open until filled.**

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a complete background check, reference checking, and in the case of safety sensitive positions, drug and alcohol testing.