



## **P/T Maintenance Worker III – Buildings (Weekends)**

### **THE POSITION**

Under direction of the Recreation Supervisor II or Recreation Coordinator, the position is responsible for the physical set up and tear down of equipment used for facility events / rentals and for cleanup of the facility. The position also monitors events and facility rentals, and handles some clerical work. The work schedule and hours will vary. A work schedule may begin as early as 8 a.m. or end as late as 2 a.m.

### **EXAMPLE OF DUTIES**

The essential functions of the job include, but are not limited to:

- Setting up and breaking down rooms (furniture, equipment, etc.) used for classes, meetings, weddings, parties, and other special events, and maintaining their cleanliness during the events.
- Cleaning of facility rooms, restroom, kitchen and other areas before, during and after events to ensure a clean and orderly appearance. This may include sweeping, mopping, removing trash, and other related tasks.
- Monitoring events and facility rentals, including directing participants, permit holders and vendors to appropriate rooms and other facility areas.
- Answering the phones, meeting the public and responding to inquiries with tact and courtesy.
- Operating office machines, including copier.
- Opening and closing facility, including unlocking/locking doors, operating alarm system and lights.

The position may perform other related work as assigned.

### **EMPLOYMENT STANDARDS**

Graduation from high school or equivalent required. Must possess a valid California driver's license and demonstrate a good driving record. At time of interview, applicant must provide a Motor Vehicle Report (not more than 30 days old) from the Dept. of Motor Vehicles and a copy of diploma or GED certification. Basic understanding of building cleaning methods and procedures; knowledge of the materials, supplies and equipment utilized in cleaning activities. Knowledge of safe use of cleaning products and chemicals. Ability to read and understand written instructions, use good judgment in carrying out written or oral instructions. Ability to operate general office equipment and mechanical cleaning devices.

### **PHYSICAL ACTIVITY REQUIREMENTS**

Position will require standing or walking 90% of the time or more; some to occasional lifting, carrying and pushing or pulling loads to 60 pounds; frequent bending, occasional kneeling/squatting, climbing stairs/ladders, crawling, working on rough or uneven terrain, some reaching overhead/stretching and handling and dexterity.

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