



## JOB DESCRIPTION

### P/T MAINTENANCE WORKER IV – COMMUNITY CENTER

#### 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 classes / events / rentals and for light clean up of the facility. The position also monitors events and facility rentals. The work schedule and hours will vary but this position is primarily weekend hours. A work schedule may begin as early as 6:00 a.m. or end as late as 2:00 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, private parties, and other special events, and maintaining their cleanliness during the events.
- Light cleaning of facility lobby, multipurpose rooms, restrooms, kitchen, gymnasium, office/reception area, and other areas before, during and after facility use to ensure a clean and orderly appearance. This may include sweeping, mopping, vacuuming, removing trash, cleaning restrooms, and other related tasks.
- Monitoring events and facility rentals, including directing participants, permit holders and vendors to appropriate rooms and other facility areas.
- Maintaining complete and accurate reports / records.
- Opening and closing facility, including unlocking/locking doors, operating alarm system and lights.
- Minor building and equipment maintenance and repair.

The position may perform other related work as assigned.

#### EMPLOYMENT STANDARDS

**Knowledge, Skills, and Abilities:** Requires a minimum of one (1) year of building maintenance or related experience. 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.

**License / Certification:** 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.

#### 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; occasional lifting to 100 pounds; frequent bending, occasional kneeling/squatting, climbing stairs/ladders, crawling, working on rough or uneven terrain, some reaching overhead/stretching and the necessary dexterity for handling and operating equipment. This position may require the operation of some or all of the following equipment: vacuums, waxing machine, shampooing machine, various hand tools (drills, saws, etc.), and District vehicles.

#### EQUAL OPPORTUNITY EMPLOYER

All aspects of employment and promotion shall comply with the principle of Equal Employment Opportunity.