

## **FACILITIES AND EVENTS ATTENDANT**

### **DEFINITION**

This is a temporary, intermittent, part time, on-call, and seasonal variable hour position that is responsible for monitoring a variety of City events and activities, programs and social activities that take place throughout the City such as, but not limited to, the Community Center, Youth Center, Bloss Mansion and grounds, picnic shelters, park sites, and other related City parks and facilities. These tasks are illustrative only and may include other related duties. FLSA Status: Non-exempt. Bargaining Group: Unrepresented.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions designed to monitor and to provide on-sight supervision, lead and/or assist with events and activities, and to provide customer service at City facilities where programs, classes, social activities, meetings, and related activities are held. Incumbents in this classification may perform and/or overlap with the Recreation Leader classification and are required to work various work hours such as nights, weekends, and holidays depending on the activity, program, or social function that is scheduled.

### **REPORTS TO**

Community Events Coordinator or as assigned.

### **CLASSIFICATIONS SUPERVISED**

This is not a supervisory classification.

### **ESSENTIAL FUNCTIONS**

Serves as a representative of the Recreation and Community Events Division; demonstrates a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with facility users, activity participants, co-workers, and the general public; may organize and coordinate and/or assist with events and activities; closely monitors the actions of program participants and facility users; provides general clean-up of assigned facility (e.g., light janitorial, empty trash containers, replenish restroom supplies, sweep and mop floors, wipe tables, etc.); performs set-up and take down of tables and chairs, associated room equipment, and sports equipment; enforces facility rental policies and procedures; ensures that facilities are properly opened and closed; maintains inventory of equipment and condition of facility before, during, and after a particular event or function; and performs other related duties as required which may include Recreation Leader essential functions.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand, bend, stoop, kneel, and walk; normal manual dexterity and eye-hand coordination; lift and/or move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including copier and telephone.

**TYPICAL WORKING CONDITIONS**

Work is performed in a community building, indoor and/or outdoor City facility, or field environment; provides support and customer service to staff and the public; works independently within established guidelines.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- First aid methods and procedures.
- Light custodial maintenance practices and procedures.
- Accident prevention and safety practices and procedures.
- Current customer service techniques and standards.
- Operation of audio and video equipment.
- Light repairs to buildings and related equipment.

**Ability to:**

- Think and react clearly, quickly, and accurately in emergencies.
- Write up incident and accident forms.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Respond to and resolve concerns that arise from customers related to facility usage.
- Assist facility renters with the schematic diagrams of floor plan for banquets, class functions, and other activities and events.
- Follow verbal and written instructions and direction.
- Communicate in a clear and concise manner.
- Travel to and from work site as needed.
- Inspect facility for safety.
- Maintain records and produce after event evaluations.

**Training and Experience:**

- Any combination of training and experience which will indicate the possession of the skills, knowledge, and abilities listed above.

**Education:**

- Receipt of a high school diploma or recognized equivalent.

**Licensing:**

- Possession of a valid California driver's license.

**SPECIAL REQUIREMENTS:**

- Possession of valid First Aid and Cardiopulmonary Resuscitation certification (CPR) or ability to obtain certification within 60 days of appointment.
- May be required to complete Mandated Reporter training prior to working with minors.

*The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Atwater assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice.*

Rev. 06-27-22