



JOB DESCRIPTION

FACILITIES MAINTENANCE ATTENDANT

(Part Time – Average 15 Hours/Week)

DEFINITION

To work with limited supervision in the maintenance of parks and facilities; assist persons utilizing parks and facilities; perform janitorial duties, prepare conference rooms; and related work as assigned.

The City of Ukiah Community Services Department coordinates facility maintenance for a variety of facilities such as the Conference Center, Alex Rorabaugh Center, Todd Grove Club House, Grace Hudson Museum, Plaza and many Parks. This position will potentially work at any combination of facilities based on experience and scheduling.

EXAMPLE OF DUTIES:

(These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed are under this job title.) **(E= Essential Duty; M= Major Portion of Time)**

- Assist in the maintenance of grounds, City facilities, and related areas. (E-M)
- Dusts and clean furniture, fixtures, wash windows, walls, doors, and other surfaces. (E-M)
- Clean and maintain restrooms and supplies, empty trash receptacles. (E-M)
- Sweep sidewalks and remove debris from peripheral grounds and parking lots.
- Maintain floor areas, which includes sweeping, vacuuming, shampooing & mopping. (E)
- Prepare meeting rooms and assist persons utilizing facilities in a variety of ways, such as directing people to the correct conference room, enforcing facility rules, use of equipment, and general customer questions.
- Receive visitors and prospective customers as appropriate. (E, M)
- Oversee events and facility use.
- Set-up and clean-up conference rooms including moving tables and chairs; cleaning after events including kitchen cleaning and loading/unloading of dishwasher. (E, M)
- Assist in catering services, including minor food and beverage preparation and presentation, as well as clean up.
- Operate light duty equipment and perform minor repair or maintenance to equipment and tools.
- Perform preventative maintenance and participate in painting and/or performing minor repairs to buildings, furnishings and related equipment.
- Keep tools and equipment in clean and safe working condition.
- Work flexible hours, including evenings, weekends and holidays. (E)
- Respond to emergency calls after normal duty hours. (E)
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe working practices.
- Effective use of chemicals, cleaning solutions, and equipment used in custodial work.
- Methods, tools, techniques, and supplies used in gardening, park and turf maintenance.
- Customer relations and service skills.
- Effective time management methods.

Ability to:

- Work flexible hours including evenings, weekends and holidays
- Perform all physical aspects of assigned duties, including stooping, lifting, reaching, climbing ladders, and moving furniture and equipment.
- Lift up to 50 pounds.
- Handle numerous activities at once, effectively and pleasantly.
- Work under pressure to meet established deadlines.
- Understand and carry out oral and written directions.
- Communicate well with a varied clientele and the general public. Establish and maintain cooperative relationships with those contacted in the course of work.
- Work independently in the absence of supervision.
- Conduct work outside in extreme weather conditions.

Education:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Experience:

Any combination of experience that could likely provide the required knowledge and abilities would be qualifying. Custodial/ maintenance experience preferred.

Necessary Special Requirements:

- Possession of a valid Class C California Driver's License.
- Ability to work flexible hours including evenings, weekends and holidays.
- C.P.R. and Standard First Aid certification, preferred.

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