

CLASS TITLE: BUILDING & EVENT MONITOR
Part Time Hourly – Non Exempt
Department: Recreation
Supervisor: Recreation Supervisor, Recreation Coordinator
Supervises: None

DEFINITION

Under the direction of the Recreation Supervisor or the Recreation Coordinator, the Building & Event Monitor performs a variety of tasks in the monitoring, care, and maintenance of District facilities while acting as a liaison to customers and patrons on behalf of the District. Position assists in the implementation of assigned recreation programs and services including but not limited to rentals, classes, and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Inspect facilities and recommend repairs and/or maintenance required and supplies needed.
- Prepare facilities for use; ability to read and follow several layout configurations.
- Provide excellent customer service, demonstrating a positive, courteous, and enthusiastic attitude.
- Open, clean, maintain, close, and secure facilities.
- Meet with renters to inspect and document the condition of facility before and after it is used.
- Monitor facility use during scheduled rentals, programs and events.
- Promote and ensure safety procedures are followed by renters, participants, and spectators.
- Refer customer issues and complaints to appropriate staff for resolution.
- Complete all required records and reports daily.
- May be assigned to support other operational needs when necessary.

QUALIFICATIONS

- Knowledge of custodial tools, equipment and supplies.
- Ability to understand and follow written and oral instructions and communicate clearly orally and in writing.
- Comprehension to read multiple facility schedules and assess needs accordingly.
- Previous work in a public facing role.

EXPERIENCE AND EDUCATION

- Any combination of experience and education that could likely provide the required knowledge and abilities.
- Previous work in facilities preferred.

SPECIAL REQUIREMENTS

- Possession of a valid California driver's license.
- Must have reliable transportation and a good driving record.

WORKING CONDITIONS

Physical conditions: Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Occasionally bend, stoop, kneel, reach, climb and walk on uneven surfaces. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds.

Environmental Demands: Outside: Works outside in a variety of weather conditions ranging from cold rainy weather to +100° F. Inside: Works indoors in large buildings and gymnasiums.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.