

Northville Parks and Recreation

Building Attendant

Job Description

General Purpose

Building attendants provide supervision and light maintenance services for Parks and Recreation buildings. Duties involve substantial contact with the general public, department staff and governmental officials. Tact, pleasant demeanor and good judgment must be exercised in dealing with a broad variety of assignments. The position is an hourly, year round position that does not include benefits other than those required by law (social security, worker's compensation).

Supervision Received

This position reports to the Building Attendant Team Leader. Additional assignments may be received from the Parks and Facilities Assistant Superintendent.

Essential Duties and Responsibilities

An employee in this position may be called upon to do any or all of the following tasks:

- Sweep, vacuum and mop floors
- Empty trash containers
- Dust and wash walls and surfaces
- Clean and disinfect restrooms, service pantry equipment and drinking fountains
- Replace paper products in restrooms
- Snow removal
- Set up rooms for use by renters or internal users
- Change light bulbs
- Remove outdoor trash
- Provide basic first aid and CPR to building users
- Provide emergency situation management
- Prepares in writing all building damage or participant injury reports within 24 hours of occurrence
- Collect and prepare written reports drop in activity fees

Desired Minimum Qualifications

1. Education and Experience
 - A. Graduation from an accredited high school or equivalent education (GED)
 - B. One year work experience in a position that had public contact

2. Knowledge, Skills, and Abilities
 - A. Knowledge of building maintenance practices and procedures
 - B. Ability to operate maintenance equipment such as vacuum cleaners, mops

- C. Ability to deal professionally and courteously with the public and staff
- D. Ability to write in the English language in order to complete reports
- E. Ability to read and understand directions written in the English language
- F. Skill and ability to perform basic first aid and CPR

Physical Demands

The physical demands described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, stand, talk and hear. The employee is occasionally required to use hands to finger, handle, feel, operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, bend, crouch or crawl.

The employee may routinely lift and/or move objects of up to 50 pounds . Specific vision abilities required by this job include close vision, color vision and the ability to adjust to focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works mostly inside a building, however, some essential functions require occasional outside work in outside weather conditions during any month of the year. The employee is occasionally exposed to cold, hot, wet and/or humid conditions, toxic or caustic chemicals contained in cleaning products.

The noise level in the work environment is usually quiet while in the office, and moderately loud when outside.

Selection Guidelines

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

10.31.2011