

# JOB DESCRIPTION

## BUILDING ASSISTANT



<b>Employee Name</b>				
<b>Department</b>	<b>PARKS AND RECREATION DEPARTMENT</b>	Part-Time	Non-Exempt	Non-Union

### SUMMARY

Under the direct supervision of the Facility Manager; supervises facility, patrons, and staff. Responsible for building operations, pool operations, snow removal, and other duties as assigned. Position requires frequent contact with employees and public with varying degrees of skill. Strong interpersonal and problem-solving skills required.

### EDUCATIONAL REQUIREMENTS

- High School Diploma or G.E.D.

### EXPERIENCE REQUIREMENTS

- At least 1 year of prior supervisory experience

### ADDITIONAL REQUIREMENTS

- Valid driver's license

### KNOWLEDGE

KNOWLEDGE	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Knowledge of principles and processes for providing customer and personal services	<input checked="" type="checkbox"/>	
Knowledge of machines and tools, including their designs, use, repair and maintenance		<input checked="" type="checkbox"/>
Knowledge and understanding of facility policies and procedures	<input checked="" type="checkbox"/>	
Knowledge of Parks and Recreation rules and policies		<input checked="" type="checkbox"/>
Knowledge of basic technology - google drive, computers, etc.		<input checked="" type="checkbox"/>

### REQUIRED ABILITIES *[Innate proficiencies]*

ABILITY	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Act independently	<input checked="" type="checkbox"/>	
Analyze situations	<input checked="" type="checkbox"/>	
Attend to details	<input checked="" type="checkbox"/>	
Communicate verbally	<input checked="" type="checkbox"/>	
Empathize	<input checked="" type="checkbox"/>	
Identify problems	<input checked="" type="checkbox"/>	
Initiate	<input checked="" type="checkbox"/>	
Manage pressure	<input checked="" type="checkbox"/>	
Multi-task	<input checked="" type="checkbox"/>	
Organize	<input checked="" type="checkbox"/>	

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Problem solve	<input checked="" type="checkbox"/>	
Think creatively	<input checked="" type="checkbox"/>	
Communicate in writing		<input checked="" type="checkbox"/>
Concentrate		<input checked="" type="checkbox"/>
Motivate		<input checked="" type="checkbox"/>

### REQUIRED SKILLS *[Learned proficiencies]*

SKILL	REQUIREMENTS	
	ESSENTIAL	IMPORTANT
Actively listen to fully understand circumstances	<input checked="" type="checkbox"/>	
Collaborate with others to maximize innovation and effectiveness	<input checked="" type="checkbox"/>	
Communicate ideas, thoughts, knowledge and information to foster clarity and engage others	<input checked="" type="checkbox"/>	
Focus on details to reduce errors and increase efficiency	<input checked="" type="checkbox"/>	
Manage time effectively to ensure all work is completed timely and effectively	<input checked="" type="checkbox"/>	
Organize work to maximize productivity	<input checked="" type="checkbox"/>	
Use empathy to understand the point of view of others	<input checked="" type="checkbox"/>	
Plan work projects to ensure efficiency		<input checked="" type="checkbox"/>
Resolve conflicts to facilitate goal achievement		<input checked="" type="checkbox"/>

### SUPERVISORY RESPONSIBILITIES

- Supervises Facility Staff (PTE)

### REPORTS TO

- Facility Manager

### ESSENTIAL JOB FUNCTIONS

*[The fundamental job duties the individual must be able to perform, with or without accommodation; removal of these functions would fundamentally change the job]*

- Open and close facilities
- Monitor patrons and enforce rules
- Supervise part time staff to make sure they complete their duties effectively
- Document all injuries, accidents and incidents
- Perform light maintenance
- Pool operations
- Supervise building rentals
- Training new employees
- Set-up equipment for facility usage
- Give tours of facility
- Seasonal duties include snow removal, ice maintenance and occasional exterior assignments
- Document and report maintenance requests

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- Monitor gym, handle complaints, receive suggestions and filter to the appropriate personnel
- Perform basic customer check-in, answering phones, registering customers for classes and membership using computers and software
- Regular and routine onsite attendance

### SUPPLEMENTAL FUNCTIONS

[These are job duties the individual must be able to perform, with or without accommodation; removal of these functions would NOT fundamentally change the job]

- All other duties as assigned

### PHYSICAL DEMANDS

**CONSTANT = HOURLY**

**FREQUENT = DAILY**

**OCCASIONAL = WEEKLY**

**RARELY = MONTHLY**

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Ascending/descending stairs	<input checked="" type="checkbox"/>			
Lifting		<input checked="" type="checkbox"/>		
Carrying		<input checked="" type="checkbox"/>		
Pushing		<input checked="" type="checkbox"/>		
Pulling		<input checked="" type="checkbox"/>		
Sitting		<input checked="" type="checkbox"/>		
Standing		<input checked="" type="checkbox"/>		
Walking	<input checked="" type="checkbox"/>			
Ascending/descending ladders		<input checked="" type="checkbox"/>		
Reaching		<input checked="" type="checkbox"/>		
Bending		<input checked="" type="checkbox"/>		
Kneeling		<input checked="" type="checkbox"/>		
Grasping/finger manipulation		<input checked="" type="checkbox"/>		
Visual acuity		<input checked="" type="checkbox"/>		
Crouching			<input checked="" type="checkbox"/>	
Crawling				<input checked="" type="checkbox"/>
Traversing rough or uneven terrain				<input checked="" type="checkbox"/>
Discerning colors	<input checked="" type="checkbox"/>			

### WORK ENVIRONMENT

**CONSTANT = HOURLY**

**FREQUENT = DAILY**

**OCCASIONAL = WEEKLY**

**RARELY = MONTHLY**

	CONSTANTLY	FREQUENTLY	OCCASIONALLY	RARELY
Work in hot, cold, wet surroundings		<input checked="" type="checkbox"/>		
Outdoor environments			<input checked="" type="checkbox"/>	

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Work with or near chemicals		<input checked="" type="checkbox"/>		
Exposed to mechanical hazards		<input checked="" type="checkbox"/>		
Exposed to chemicals/fumes		<input checked="" type="checkbox"/>		
Exposed to continual, multiple distractions	<input checked="" type="checkbox"/>			
Indoor environments	<input checked="" type="checkbox"/>			
Ability to position oneself to work under or on top of objects			<input checked="" type="checkbox"/>	
Confined workspaces (shafts, crawl spaces, etc.)				<input checked="" type="checkbox"/>
High, precarious places				<input checked="" type="checkbox"/>
Exposed to electrical hazards				<input checked="" type="checkbox"/>
Potential exposure – communicable disease				<input checked="" type="checkbox"/>

### EQUIPMENT

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

*OCCASIONAL = WEEKLY*

*RARELY = MONTHLY*

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Computer/laptop		<input checked="" type="checkbox"/>		
Communication systems		<input checked="" type="checkbox"/>		
Phones		<input checked="" type="checkbox"/>		
Copiers/printers		<input checked="" type="checkbox"/>		
Scanners		<input checked="" type="checkbox"/>		
Monitors		<input checked="" type="checkbox"/>		
Hand tools		<input checked="" type="checkbox"/>		
Plow-truck			<input checked="" type="checkbox"/>	
Snow-blower			<input checked="" type="checkbox"/>	

### SOFTWARE

*CONSTANT = HOURLY*

*FREQUENT = DAILY*

*OCCASIONAL = WEEKLY*

*RARELY = MONTHLY*

	<i>CONSTANTLY</i>	<i>FREQUENTLY</i>	<i>OCCASIONALLY</i>	<i>RARELY</i>
Recreation software		<input checked="" type="checkbox"/>		
Spreadsheet software				<input checked="" type="checkbox"/>
Word processing software				<input checked="" type="checkbox"/>

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### Disclaimer

*This job description should not be construed as an exhaustive list of duties and responsibilities performed by persons assigned to this classification. It is not intended to limit or in any way modify the right of any supervisor or manager to assign, direct and control the work of employees under his/her supervision. All principle duties and responsibilities of this position are essential functions of the position. Job descriptions are reviewed on a regular basis and may be revised at any time. Revisions will be communicated to employees within the classification. This job description does not constitute a contract of employment; therefore, the company may exercise its employment-at-will rights at any time.*

I have received and understand the position description.

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Employee Signature

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Date

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Employee Printed Name