

DIVISION: Recreation
REPORTS TO: Senior Recreation Supervisor
DATE ADOPTED: October 13, 2010

CLASSIFICATION CODE: 7258
FLSA Status: Non Exempt

EVENT AND FACILITIES SPECIALIST

POSITION SUMMARY:

Under general supervision, provides lead direction to lower-level maintenance classes in functional areas which may include all LARPD rental facilities and parking lots; monitors and performs maintenance operations; establishes work schedules and prioritizes activities of one or more crews and ensures that work is completed as directed; performs skilled and semi-skilled maintenance activities and performs related work as required. Acts as liaison between the facility rental office and renters. The incumbent shall, at all times, demonstrate cooperative behavior with colleagues, supervisors, and the public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. As a lead, supervises part time recreation maintenance workers, setting work assignments, monitoring progress, mentoring and instructing them on correct technique and procedures.
2. Provided input on staff appraisals for all recreation maintenance workers and sets objectives for each building attendant for the following year.
3. Offers facility tours of LARPD rental facilities to prospective renters providing information regarding pricing and amenities.
4. Meets with upcoming renters to discuss event logistics, including details such as layout, lighting, rules and regulations.
5. Oversees facility rentals, including duties such as greeting renters and guests, enforcing District policies, removing trash, and ensuring the safety of all guests and coworkers.
6. Writes reports after each event, summarizing compliance of all renters, vendors, and guests for use by the facility rentals department.
7. Administers, categorizes and disseminates information from rental feedback surveys to Senior Recreation Supervisor.
8. Prepares and adjusts audio/visual equipment and system to fit customer's needs.
9. Cleans and maintains outside areas near buildings; picks up debris.
10. Develops, implements, and improves systems and procedures associated with janitorial duties for all buildings that include: interior floors, carpets, walls, windows, doors, lights, furniture, fixtures, equipment, and plumbing.
11. Informs supervisor as to building and grounds operations, needs and problems.
12. Implements repairs and preventative maintenance items according to control procedures and schedules.
13. Inspects buildings and grounds for safety, security, cleaning and needed maintenance items.
14. Inspects heating, electrical and air conditioning equipment and makes minor cost savings adjustments.
15. Interfaces with contract services for repair to equipment and appliances.
16. Maintains current MSDS files and updates them when necessary.
17. Performs minor facility repairs.
18. Performs pest control functions.
19. Performs a variety of custodial tasks such as stocking supplies, cleaning carpets, windows, and restrooms.
20. Picks up, transports, and delivers materials, supplies, equipment and furniture.

21. Purchases or requisitions supplies, tools, and equipment.
22. Assembles furniture and equipment.
23. Participates in the job interview process and provides recommendations for hire to the RLCC Senior Recreation Supervisor.
24. Schedules and inspects daily, weekly, monthly and annual cleaning and setup tasks for part-time building attendant staff.
25. Performs other duties as assigned.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. Work will be performed both in an indoor and outdoor environment and at various site locations. Work schedule may be irregular and include most weekends and some holidays, and response to off-duty calls. Exposure to a variety of climatic conditions; dust; potentially hazardous chemicals such as pest control agents, solvents, and cleaning agents. Work may occur on slippery or uneven surfaces, at heights, and around moving vehicles and equipment, and equipment with moving parts.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. The employee is required to: have stamina to perform manual labor, maintain physical condition necessary to stand for long periods of time, have bodily movement adequate to climb, stoop, kneel and crouch; safely lift and carry up to 50 pounds; communicate clearly in person, in writing, by telephone and by radio; have vision adequate to distinguish colors, have depth perception, and read print; manual dexterity to grasp and use tools and communicate in writing.

MINIMUM QUALIFICATION REQUIREMENTS:

Education: High school graduate or equivalent.

Experience: One year of recent paid experience in a position responsible for facility maintenance and/or hospitality services or a closely related field.

OR

An equivalent combination of training and experience likely to provide the knowledge, skills and abilities necessary for successful job performance.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

- The operative principles, methods, practices, tools, and equipment necessary to perform facility maintenance and custodial work.
- Safe work practices common to facility maintenance.
- Principles and practices of leadership and supervision.
- Principles and practices of public relations.
- Principles and practices of conflict resolution.
- Custodial, audio/media equipment, pest prevention.
- Computer software programs including Microsoft Word, Microsoft Excel, and Microsoft Outlook.

Ability to:

- Use a variety of custodial materials.
- Understand and carry out oral and written directions.
- Adhere to schedules for cleaning and maintenance of assigned buildings and facilities.
- Establish and maintain effective relationships with those contacted in the course of work.
- Remain calm and flexible under challenging circumstances.
- Work independently in the absence of supervision.
- Communicate effectively orally and in writing.
- Operate and maintain a variety of cleaning and maintenance tools and equipment.
- Keep basic work records and make reports.
- Learn facility management and scheduling software programs.
- Professionally greet the public, including dignitaries.
- Respond quickly and appropriately to last minute changes in daily operations.

LICENSES AND OTHER CONDITIONS OF EMPLOYMENT:

Possession of a Class C California Driver's license, with a satisfactory driving record as determined by the District at time of appointment, to be maintained throughout employment.