



Job Description: Facility Attendant - Aquatics

PAY GROUP: Hourly

OCCUPATIONAL CATEGORY: Service/Maintenance

JOB TITLE: Facility Attendant
(Seasonal)

FLSA: Non-exempt

OBJECTIVE:

To perform a full range of custodial and facility services and duties related to the care, maintenance and cleaning of swimming pool/ water park facilities and surrounding areas.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Assistant Aquatics Manager or designated Supervisor
2. Directs: Does not supervise employees
3. Other: Has frequent contact with departmental employees and the general public. May have contact with other city departments

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position that involves some independent judgment. Duties include cleaning and general maintenance of Splash Station.

ESSENTIAL JOB FUNCTIONS:

- Must communicate effectively, courteously, and clearly with the public and other City Employees by phone, in person, and in writing
- Clean and disinfect office areas, public areas and restroom facilities including fixtures, sinks, urinals and toilets; replenish supplies in restrooms
- Sweep, vacuum and mop facility areas
- Dust and polish furniture, woodwork, fixtures and equipment
- Wash windows, mirrors, doors and walls
- Clean desks and counter tops
- Empty, clean and disinfect waste receptacles
- Clean outdoor furniture and grounds
- Maintain a litter free environment
- Move and arrange furniture and equipment
- Identify and report maintenance needs to supervisor
- Provide supervisor with a list of needed equipment and supplies
- Perform all other duties as assigned
- Must be physically fit to perform all essential job functions
- Must arrive at work on time and maintain a regular and reliable level of attendance

OTHER IMPORTANT JOB FUNCTIONS:

- Must be an independent, self-starter able to work with minimal supervision
- Ability to reach overhead; carry, drag, push, or pull 30 pounds; climb a ladder in order to access stock or storage.

- Use a variety of custodial and building maintenance equipment and supplies
- Ability to maintain a stable level of attendance
- Follow all established safety procedures
- Perform all other duties as assigned

The above statements are not a complete list of all responsibilities, duties, and skills held or performed by employees in this position. Employees may perform other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in performing various cleaning, disinfecting and minor maintenance activities
- Ability to understand and carry out oral and written instructions and to request clarification when needed; ability to communicate effectively in writing and orally
- Ability to establish and maintain effective working relationship with co-workers and other departments
- Knowledge of safe work practices

ACCEPTABLE EXPERIENCE AND TRAINING:

Must be a minimum of 18 years of age

Some high school education

Working knowledge of methods, materials, and equipment to be used in custodial and building maintenance

CONDITIONS OF EMPLOYMENT:

Applicants will be required to undergo drug and alcohol testing prior to employment and may be subject to further drug and alcohol testing throughout their period of employment.

CERTIFICATES AND LICENSES REQUIRED:

None

January 2010

To apply for employment with the City of Cleburne:

In person: 10 N. Robinson Street, Cleburne, TX; (Mon.-Fri.; 8a-5p)

Website: www.cleburne.net

Email resume/applications for open positions to: hr@cleburne.net

The Public Library: Access to the City's website and job openings is available through the Cleburne Public Library.

Phone information: 817-645-0915 or 817-645-0945