



Department:	Parks and Rec
Supervisor:	P&R Director
Origination Date:	04/01/2013
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Revision Made By:	S Payne
Revision Reviewed & Approved by:	SG 1/8/2021
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	1/19/2021

Petersburg Borough

Job Description

Facility Attendant

Definition

Works in the general care of recreational facilities with interaction and service to the public. Work is performed under general direction of the Recreation Facilities Supervisor.

Supervision Received

Works under the direction of the Facility Supervisor.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Opens and secures the facility.

Promotes safety throughout the facility.

Registers patrons for programs and takes facility reservations and rentals.

Collects user fees and maintains log of users, fees, accidents, etc.

Maintains order and insures safety of participants by enforcing the rules of the facility.

Assists program personnel in the preparation of facilities for scheduled events.

Performs a variety of manual tasks necessary to clean, maintain and perform minor repairs to facilities.

Has the ability to train for and obtain American Red Cross CPR, First Aid, and AED certification.

Performs other duties as assigned.

Administers First Aid, CPR, AED, when necessary, in all areas of the facility.

Distinguishing Characteristics

The Recreation Facility Attendant classification is distinguished by the emphasis on customer service combined with light manual duties in the operation and maintenance of recreation facilities.

Working Conditions

Incumbent performs the majority of duties indoors.

Must be able to lift 50 pounds without difficulty.

Qualifications

Any combination of experience and education that provides the applicant with the following attributes:

Communication skills: Including the ability to understand and carry out written and oral instructions, tact when working with a diverse user base, and skills sufficient to communicate verbally and in writing with others.

CPR, First Aid, and AED certified or ability to be trained.

Skill in performing lifesaving procedures on a monthly basis during routine "Skills Check"

Manual labor: Ability to provide routine cleaning and maintenance of facilities.

Physical abilities required for the classification such as lifting and lifesaving efforts.

Equipment operation: Ability to operate and quickly learn the operation of equipment such as cash register, credit card machine, photocopier, stereo equipment, and computers.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date