

# The Village of Obetz, Ohio

## Position Description Revised 6/9/21.



**POSITION:** Part-Time Facility Attendant-OAC

**DEPARTMENT:** Parks and Recreation

**REPORTS TO:** Obetz Athletic Club Manager

**SUPERVISES:** None

### **GENERAL DESCRIPTION:**

The Facility Attendant is a part-time position appointed by the Mayor in consultation with the Village Administrator. The Facility Attendant is under the immediate supervision of the Obetz Athletic Club Operations Manager. The Facility Attendant gives tours of the Obetz Athletic Club, assigns new memberships, renews current memberships, accepts cash and credit card payments, greets all patrons, and monitors members behaviors to ensure rules are followed. The Facility Attendant cleans workout areas, locker rooms, bathrooms, and completes other light maintenance or janitorial functions during scheduled work hours. This position works independently so having predictable attendance is of utmost importance in this position.

### **QUALIFICATIONS:**

The Facility Attendant shall be chosen solely on the basis of his/her qualifications, and as shown by the adequacy of his/her successful experience.

Has the proven ability in oral and written communications, and, in community relations.

Has the ability to establish and maintain effective working relationships with public officials, civic leaders, and the public.

Sufficient knowledge to carry out a full range of varied responsibilities and discharge the accountability required of the Facility Attendant.

Completion of secondary education (high school or GED); must be 18 years of age; must be able to qualify for and remain insurable under the Village's vehicle insurance policy.

Has the ability to follow direction, provide necessary services and enforced stated rules and regulations.

Has reliable transportation to and from work.

Has the ability to work a flexible schedule, such as early mornings evenings, nights, weekends, and holidays.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

None

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g., CivicRec, Microsoft Office, Microsoft Word, Microsoft Excel, etc.), printer, copy machine, fax machine, and other standard business office equipment, janitorial/maintenance equipment (Mop, broom, vacuum, etc.).

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office and janitorial environment (e.g., toner, correction fluid, toilet cleaner, floor cleaner etc.); has contact with potentially violent or emotionally distraught persons; regularly required to lift, carry, push, or pull objects 50 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered medium work.

**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

Obey and promptly execute all orders of the Village Administrator.

The Facility Attendant shall have the following powers and duties under the appropriate immediate supervisor:

- 1) Arrive on time and stay for the duration of all scheduled shifts.
- 2) Meet all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 3) Give tours to possible new members.
- 4) Issue new memberships and renew current memberships.
- 5) Collect cash/credit card payments.
- 6) Monitor and correct member behaviors to ensure rules are followed.
- 7) Light maintenance and janitorial functions.
- 8) Oversee other duties as assigned by supervisor.
- 9) Follow all rules, regulations and ethics conduct as set forth by the Obetz Parks and Recreation Department and the Village of Obetz.

**OTHER DUTIES AND RESPONSIBILITIES:**

- 1) Performs other related duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of** office practices and procedures; English grammar and spelling; records management; \*City/department goals and objectives; \*City/department policies and procedures; \*workplace safety practices and procedures; \*personnel rules and regulations; public relations.

**Skill in** typing; word processing; computer operation; calculator operation; use of modem office equipment; use of telephone/mobile phone.

**Ability to:** carry out simple instructions; carry out instructions in basic written, oral, or picture form; interpret a variety of instructions in basic written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; read, copy, and record figures accurately; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; respond to routine inquiries from public and/or officials; communicate effectively; instruct others; understand a variety of written and/or verbal communications; arrange items in numerical or alphabetical order; sort items into categories according to established methods; \*maintain records according to established procedures; work alone on most tasks; answer routine telephone inquiries; develop and maintain effective working relationships; demonstrate manual dexterity; travel to and gain access to work site.

**POSITIONS DIRECTLY SUPERVISED:** None

**Pay:** Minimum Wage

**Possible Shifts:****Monday-Friday**

5am-10am

10am- 3:30pm

3:30pm-9pm

**Saturday/Sunday**

7am-11am

11am-3pm

**All shift times are subject to change to meet coverage needs.**