

The Village of Obetz, Ohio

Position Description Revised 6/9/21.



- POSITION:** Part-Time Facility Attendant-OCC
- DEPARTMENT:** Parks and Recreation
- REPORTS TO:** Obetz Community & Conference Center 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 Community and Conference Center Manager. The Facility Attendant could work at the Obetz Community and Conference Center, Dixon Quarry Pavilion & Splash Pad/Ice Rink depending on the needs of the Parks and Recreation Department. The Facility Attendant works with facility patrons during events and rentals to ensure patron questions are answered and facility rules and regulations are followed. The Facility Attendant will monitor Splash Pad/Ice Rink visitors to ensure all rules are followed while in the park. The Facility Attendant will also be responsible for a variety of other cleaning and/or light maintenance duties in and around the area during scheduled work hours, as well as opening and closing the facilities.

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 in general.

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 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 Excel, etc.), printer, copy machine, fax machine, and other standard business office equipment, janitorial/maintenance equipment (leaf blower, small power washer, mop, broom, 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.); ascends and/or descends stairs; has contact with potentially violent or emotionally distraught persons; regularly required to lift, carry, push, or pull objects 30 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light 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 Host shall have the following powers and duties under the appropriate immediate supervisor:

- 1) Arrive on time and stay for the duration of scheduled shifts.
- 2) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- 3) Open and close Village facilities for assigned rental periods or regular open hours (Obetz Community Center, Dixon Quarry Pavilion, and Splash Pad/Ice Rink)
- 4) Assist with general set up and tear down of tables and chairs.
- 5) Monitor patron activity and oversee that all rules and regulations are properly adhered to in Obetz facilities and parks (Obetz Community Center, Dixon Quarry, Splash Pad/Ice Rink)
- 6) Answer phones and assists patrons with questions/concerns.
- 7) Clean and restock bathrooms, kitchens, and all other areas as assigned by supervisor.
- 8) Test water quality when scheduled at the Splash Pad
- 9) Collect money for various programming, entrance fees at parks, etc.
- 10) Oversee other duties as assigned by supervisor.
- 11) 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

Needed Coverage: Must be able to work Weekends.

Splash Pad:

Monday-Sunday
10:00am-7pm

Community Center

Monday-Friday 5p-10pm
Saturdays and Sundays 10am-10pm

Dixon Quarry-

Saturdays/Sundays
AM Clean 9am
PM Clean 3pm