

## CITY OF MADERA

### FACILITY AIDE

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals with a classification. In addition, specifications are intended to outline the **minimum** qualification necessary for entry into the class and do not necessarily convey the qualification of incumbents within the position.*

#### **DEFINITION:**

Under general supervision, performs a wide variety of duties related to public usage of City facilities, including opening/closing, light maintenance, and facility set-up; maintains City-owned aquatics facility; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs other related duties as required. The incumbent must be available weekends and evenings.

#### **DISTINGUISHING CHARACTERISTICS:**

The **Facility Aide** is the journey level class responsible for performing a variety of tasks involved in facility rentals and maintenance. Incumbents in this position perform customer service duties related to use of facilities. Maintenance of the City owned pool is also required. The work requires independence and discretion in dealing with the public and in conducting facility maintenance activities.

#### **SUPERVISION RECEIVED AND EXERCISED:**

Receives general supervision from the Recreation Programs Supervisor. Incumbents of this class do not routinely exercise supervision.

#### **ESSENTIAL FUNCTIONS:** (include but are not limited to the following)

- Opens/closes City special event and rental facilities for customers.
- Provides support, set up and clean up for various special events and rentals of city owned facilities.
- Performs semi-skilled facility maintenance tasks, including lamp and light bulb changes, minor repairs to buildings, paint touch up and graffiti removal.
- Loads and unloads equipment/supplies from storage sites and transports equipment/supplies to sites that are preparing for events.
- Maintains the City-owned aquatics facility, to include vacuuming pool, maintaining health department pool standards, monitoring operation of recirculation equipment, and maintaining restrooms and safety equipment.

- Maintains positive working relationships with representatives of community organizations, City departments and the public.

### **WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this indoor/outdoor position works in all weather conditions including wet, hot and cold. The incumbent may use cleaning and lubricating chemicals which may expose the employee to fumes, dust and air contaminants and may be exposed to mechanical hazards. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and drive motorized vehicles and equipment.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification)*

#### **Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Facility Aide**. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience in facility maintenance or pool maintenance and a high diploma or equivalent.

#### **License/Certificate:**

Possession of a valid class C California driver's license. Incumbents must also possess certification as a public pool operator within 12 months of appointment.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position)*

#### **Knowledge of:**

Basic knowledge of the practices, techniques, materials and equipment used in facility maintenance and repair; customer service; occupational hazards and standard safety procedures; maintenance and procedures/standards for public pools.

#### **Ability to:**

Perform maintenance and minor repairs to buildings; operate a variety of small hand tools; maintain good customer relations with organizations, City departments and public; follow written and oral directions; follow safety principles and work in a safe manner.

**Skill to:**

Work well with various age groups and special interest groups; interact with co-workers, supervisor, general public, sufficient to exchange or convey information and to receive work direction; and perform basic building maintenance principles and methods.