



Now Accepting Applications for
BUILDING ATTENDANT

Hourly Rate: **\$15.00 - \$18.23 per hour**
Part-Time/Temporary; At-Will Employment

Filing Deadline: Open until filled

Applications MUST be submitted online at www.GovernmentJobs.com

The City of San Pablo is seeking Building Attendants to perform routine tasks in the areas of facility opening and closing, setting up facilities for events and monitoring activity, and assisting the public and user groups who use City facilities.

About the Position: The incumbents will serve as a member of the Community Services Department and will receive close supervision from a full-time member of the Recreation Division.

Experience and Training: An ideal candidate will have prior experience in dealing with the public effectively and will have the equivalent of completion of the twelfth grade. They must be able to assist with program registrations and check-ins, monitor programs, set up and take down rooms for rental groups and events, perform basic and minor custodial duties, ensure compliance of established rules and procedures for the use of the facilities, and perform other related duties as required. This position is assigned to a variety of City facilities and events will be required to work evenings and weekends.

Required License or Certificate: Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.

How to apply: Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com. This is an ongoing recruitment so we will be continuously accepting applications. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Recruitment timeline: We are looking for at least 4 positions ASAP to work as early as Sep 20, 2021.

Background investigation and Pre-employment medical examination: Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which may include a TB test. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

All applicants are advised that all City employees (full- and part-time) must comply with the City's current COVID policies.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please respond in detail to the questions below, as they will be used as a screening criteria. Applications without supplemental questions will not be considered.

1. Describe your overall computer skills. Include specific computer programs and your proficiency level with each program.
2. Do you speak a second language? If so, what language(s) and at what proficiency level?
3. Please initial in the box below, acknowledging you have read the following statements:

I acknowledge that Building Attendant shifts can be as short as 30 minutes and can sometimes exceed 10 hours.

I acknowledge that some shifts may require me to lift tables and chairs, up to 50 pounds.