

SCANNED

EXHIBIT A2
City of San Pablo
Established: 11/95

**BUILDING ATTENDANT
(Part-Time Position)**

DEFINITION

To oversee proper use and rental activity of all City rental facilities including performance of basic and minor custodial duties; ensuring compliance of established rules and procedures for the use of the facilities.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Program Coordinator and/or Recreation Services Manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Oversee rental activities including collection of fees and issuance of receipts; notify appropriate personnel regarding safety and security problems during rental activities.

Assist in the inventory of program supplies and equipment.

Provide information regarding rental policies and fees.

Perform basic and minor custodial duties during rental activities, documenting and reporting necessary repairs; lock and unlock doors.

Move and arrange furniture and equipment and set-up rooms at various facilities for different activities or programs; return room to original condition following event.

Assist in ensuring proper compliance of established facility rules and regulations by program participants.

Drive vehicle to transport tables, chairs, and equipment needed for rental activities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic arithmetic and safe work practices.

Ability to:

Understand and follow oral and written instructions.

Evaluate emergency situations and act decisively and effectively to resolve the situation.

Perform all physical aspects of assigned duties including lifting, reaching, carrying, and moving furniture.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Work independently in the absence of supervision.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Prior experience in dealing with the public effectively.

Education:

Equivalent to completion of the twelfth grade.

REQUIRED LICENSE

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