FACILITY ATTENDANT
Part-time position
FLSA Status: Non-Exempt

SALARY: $20.26-$24.64 per hour

POSITION SUMMARY: The part-time Facility Attendant performs a variety of job duties in the custodial maintenance of the Monterey Sports Center facility and operation of facility maintenance equipment, including set up procedures and servicing for group and event functions.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- Perform service tasks for conferences, programs, and events in progress.
- Respond to requests from facility users and staff.
- Perform building security functions and general maintenance including replacing washers in faucets and repairing electrical plugs and cords.
- Arrange furniture and gym equipment for events; set up stage lights, public address and sound systems, exhibit booths and electrical outlet systems for conferences and shows.
- Assist in the renovation, repair, painting and maintenance of facilities and equipment, including: bleachers, exercise equipment and furniture, and props.
- Perform cleaning and custodial duties such as sweeping, scrubbing, vacuuming, mopping, stripping, waxing, dusting, washing windows, walls and woodwork and polishing of floors; operate power cleaning and buffing equipment.
- Operate automotive equipment such as: a van, forklift, and hydraulic power lift; may guide the work of unskilled part-time employees.
- Meet and deal tactfully and effectively with the public.
- Perform other job-related duties within the scope of this job classification as assigned.

EMPLOYMENT STANDARDS:
- Knowledge of the methods, tools, materials, and equipment used in general building maintenance and cleaning operations.
- Knowledge of safety practices to be used in building cleaning and minor maintenance work.
- Ability to set up various items of equipment such as furniture, gym equipment, sound systems, and lights;
- Ability to operate hand and power tools used in the building maintenance;
- Must be able to provide own transportation to and from work.
- Must be able to attend in-service trainings.
- Be able to work as part of a professional team and collaborate effectively with peers, possess excellent public relations skills, and render consistent and logical decisions.
- Be able to meet personal appearance and dress standards of the department.
- Be self motivated, and able to work well independently and as part of a team.

**LICENSE/CERTIFICATION:**
Candidate must possess a valid California Driver’s License upon appointment and be insurable with the City’s standard insurance rate, unless otherwise approved by appointing authority.

**HOURS:**
Candidate must be able to work a varied schedule, including weekends, evenings, and holidays. Weekly work shifts will generally be scheduled between the following hours:

- Mon. – Fri: 5:00 a.m. – 10:00 p.m.
- Sat: 6:30 a.m. – 6:30 p.m.
- Sun: 8:00 a.m. – 6:30 p.m.

**PART-TIME BENEFITS:**
- **Sick Leave:** After 90 days from an employee’s hire date, and once an employee has worked a total of 30 days, the employee is entitled to 3 days (24 hours) sick leave per fiscal year. Sick hours do not roll over to the next year and therefore must be utilized or forfeited annually.
- **Retirement:** ICMA Retirement Corporation 457 Plan. City pays 3.75% and employee pays 3.75% contribution. The City does not participate in Social Security except for the required Medicare portion, which equals a 1.45% employee contribution and a matching contribution by the City.

**PART-TIME EMPLOYEE STATUS:**
This is a part time position, outside the civil service system and is therefore considered an “at-will” employee status position. Employment may be terminated with or without cause or notice, at any time, at the will of the City of Monterey, in its sole discretion.

**APPLICATION PROCEDURE:**
Candidates must submit a completed City of Monterey application form to the Monterey Sports Center. No FAX’s will be sent or received. Resumes alone are not acceptable. Apply at the Monterey Sports Center, 301 E. Franklin St., Monterey, CA 93940, (831) 646-3730.

**OPEN UNTIL FILLED (no deadline)**

**SELECTION PROCEDURE:**
Applicants will first be evaluated by the information submitted on the application. Those who demonstrate the most closely related experience will be invited to participate in an interview.

**LOYALTY OATH:**
All prospective employees must sign a City of Monterey loyalty oath upon appointment to the position.
PHYSICAL EXAMINATION: None.
EMPLOYEE FINGERPRINTING: All applicants are required to successfully complete a Live Scan prior to proceeding with paperwork and training.
EMPLOYMENT ELIGIBILITY: Pursuant to the Immigration Reform Act of 1986 employees must show proof of identity and eligibility to work in the United States.

This bulletin is for informational purposes only and does not supersede rules, regulations, ordinances and resolutions currently in effect.

The City of Monterey is an Equal Opportunity Employer

Revised: 1/9/18