

CITY OF MILPITAS
Effective April 1993
Revision: August 2015
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT III
Facilities Assistant

DEFINITION

Under supervision of a Recreation Supervisor, provides facility-related services for the City of Milpitas Recreation Facilities that include, but are not limited to: Community Center, Sports Center, and Senior Center during normal business hours, or in connection with recreation programs, classes, and special events, including scheduling and supervising the use of facilities at various sites throughout the City; and performs related work as required. Serves as staff consultant in area of specialty and may oversee the work of other recreational services personnel. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently. Assignments in this classification may include, but are not limited to: Facility Assistant.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Recreation Services Assistant series. The Recreation Services Assistant III is distinguished from the II level by the performance of the more complex and responsible duties assigned to positions in this series. It is distinguished from the IV level in that the III exercises only technical or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from Recreation Services Assistant IV, Program Coordinator, Supervisor and/or Recreation Services Manager.

May exercise technical supervision over less experienced recreational services personnel.

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

- Confirms rental reservations, insurance and manages facility use schedules.

- Provides appropriate room setup and take down for classes, meetings, parties and special events; ensures rooms are free of safety hazards.
- Performs light cleaning and public restroom upkeep, removes trash, moves furniture and equipment and picks up supplies for programs, classes and meetings.
- Performs light corrective and preventive maintenance duties; reports maintenance issues requiring specialized staff.
- Monitors facility user groups by enforcing rules and regulations, and securing and/or reporting damage or unsafe conditions.
- Serve as primary contact for evening and weekend events, responding to customer questions and ensuring policies and procedures are followed.
- Supervises Building Attendant part-time staff.
- Creates monthly Building Attendant staff schedules.
- Reviews and approves private rental insurance required paperwork.
- Handles facility and equipment logistics for all recreation and Citywide special events, as needed.
- Acts as a liaison between Public Works Building Maintenance staff and Recreation.

QUALIFICATIONS

Knowledge of:

- Demonstrate proficiency in area of specialty.
- Instruct others in area of specialty.
- Plan and organize program elements.
- Communicate and work effectively with the public.
- Establish and maintain program procedures and policies.
- Keep and maintain program records.
- Work independently and exercise good judgment.
- Principles and practices for providing customer service.
- Safe work practices when working with cleaning chemicals and facility assignments.
- Basic office procedures.
- Proficient use Microsoft Office and various programs.

Ability to:

- Learn to follow directions, manuals and diagrams.
- Perform basic math or problem solving abilities.
- Understand and follow written and oral instructions.
- Follow safety and health regulations.
- Learn the operation, policies and procedures of the Recreation Department.
- Establish, maintain, and promote positive and effective working relationships with employees, other agencies and the public.
- Communicate effectively, orally and in writing.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently, as a team member; recognize, set priorities, and meet deadlines.
- Observe safety principles and work in a safe manner.
- Communicate tactfully with members of the public/staff when performing general housekeeping duties.
- Work safely with cleaning chemicals and tools in a fully occupied building.
- Provide advanced customer service principles and practices.
- Prepare basic report preparation.
- Perform basic personnel and supervisory practices.
- Independently determine maximum room occupancy when setting up seating for public meetings.
- Independently arrange furniture or equipment in a certain order or pattern according to a specific rule or set of rules (e.g., pictures, drawings, or diagrams).
- Monitor the work of staff.
- Work irregular hours, evenings and weekends.

LICENSE

- Possession of/or ability to obtain and maintain a valid California Class A driver's license within the first 9 months of employment
- First Aid / CPR / AED Certification

EDUCATION AND EXPERIENCE

The minimum qualifications for education and experience can be met in the following way:

- Graduation from high school or tested equivalent; AND
- At least one year of experience performing facility-related customer service, supervising staff, creating and managing schedules.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment.*

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and certain tools. The position also requires near and far vision when performing tasks such as inspections and repair work, in reading written work related documents and using a computer. The need to lift, drag, carry and push equipment, tools and supplies up to 100 pounds is also required; climbing ladders up to 20 feet in height with lighting instrument in hand; driving large truck on city street and freeways. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved by:

City Manager

Date

Human Resources Director

Date