

City of San José

FACILITY ATTENDANT (FT) (3231)

FACILITY ATTENDANT (PT) (3232)

CLASS PURPOSE

Under immediate supervision, performs work of routine difficulty in a variety of custodial, set-up, and maintenance work in preparation for events in the Conventions, Arts, and Entertainment Department. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Performs custodial work such as sweeping, scrubbing, stripping, and waxing floors, as well as vacuuming, dusting, and washing windows.
- Sets up equipment and platforms for sporting events.
- Arranges chairs, tables, and other furniture for banquets, conventions, dances, dinners, and other events according to charts, plans, and oral instructions.
- Reads, interprets, and carries out written instructions to set up and arrange furniture and equipment for events.
- Monitors on going events and provides any needed set-up or maintenance support.
- Assists in setting up lighting systems.
- Sets up electrical outlet systems.
- Sets up booths and exhibits.
- Performs minor maintenance checks on vehicles such as forklifts, scissor lifts, boom lifts, and pick-up trucks.
- Performs minor repairs on equipment, furniture, plumbing fixtures, and other objects as needed.
- Assist in the set-up of stage for productions according to specified plans.
- Sets up public address systems and sound systems.
- Sets up lighting systems.
- Sets up electrical outlet systems.
- May be required to perform shift work.

DISTINGUISHING CHARACTERISTICS

This class sets up equipment for events and productions, and performs custodial duties. This class differs from Senior Facility Attendant in that the latter class is responsible for lead direction.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the materials, tools, supplies, and equipment used in custodial maintenance.
- Knowledge of safety practices in custodial and minor maintenance work.
- Ability to follow both oral and written instructions.
- Ability to lift heavy weights from 20 to 80 lbs.
- Ability to climb ladders and perform work at considerable heights.
- Ability to adjust to various shift work assignments that can include weekends, holidays, swing, and graveyard shifts.
- Ability to work well with supervisors and fellow workers.

Competency Knowledge, Skills, and Abilities

- Knowledge of portable electrical systems.
- Knowledge of safety rules, practices, and procedures in event set-up and tear-down.
- Knowledge of the current tools, equipment, and supplies used to clean and maintain the convention facilities.
- Ability to follow directions given in arrangement charts and written set-up specifications.
- Ability to perform minor repairs on equipment, electrical outlets, furniture, plumbing fixtures, and other objects.
- Ability to work with power tools.
- Ability to operate a variety of motorized equipment such as forklifts, scissor lifts, and boom lifts.

Education

Completion of eighth grade.

Experience

One (1) year of experience in a variety of custodial, set-up, and minor maintenance work in preparing for events at a large cultural, convention, or entertainment facility.

Acceptable Substitutions

None.