



**BISMARCK
PARKS AND
RECREATION
DISTRICT**

JOB DESCRIPTION

JOB INFORMATION

- Title:** Building Attendant
Part -Time I - Hourly
- Classification:** Part -Time Employee - Non-Exempt
- Salary Range:** Salary adjustments are determined on an annual basis by the Board of Park Commissioners
- Supervisor (s):** Capital Racquet and Fitness Center Maintenance and Full-time Employees

JOB SUMMARY

Responsible for the daily supervision and cleanliness of Capital Racquet and Fitness Center following the policies and procedures for the effective operation.

RESPONSIBILITY/ACCOUNTABILITY

Worker is directly accountable for own actions or inaction.

Worker is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

ESSENTIAL FUNCTIONS

Worker must possess the capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Knowledge of and ability to operate office machines, computers, fitness maintenance equipment.

Ability to effectively communicate verbally and in writing.

Must have the ability to understand and enforce the rules and regulations set by the Bismarck Park District with firmness and tact.

Worker is required to maintain records and reports relating to maintenance and operation.

Ability to work varied hours to include early mornings, days, and evenings to include weekends and holidays.

11/19/2020

Understand, interpret and communicate policies, procedures and accepted standards of parks and recreation facility operation.

Ability to establish and maintain positive and effective working relationships with facility staff, groups, associations, agencies and individuals.

Worker will represent the Bismarck Park District in a positive manner at all times.

Worker will assist individuals and groups as needed within the policies and procedures of the Bismarck Park District.

OTHER DUTIES

Responsible to understand and follow the standard operating procedures outlined in the employee manual.

Required to be on time. Absences must receive prior approval of supervisor.

Worker is responsible for personal neatness and attire.

Worker is to inform supervisors prior to running out of supplies.

JOB SPECIFICATIONS

Capability to lift and carry objects up to 30 pounds alone or heavier lifting with other employees.

Certifications in CPR/AED.

Must be able to read, understand and interpret labels on cleaning supplies, reports, manuals and to comprehend oral or written instructions.

Ability to prepare written reports, including accident/incident reports and to report problems and repairs to proper person.

WORKING CONDITIONS

Worker is required to be on time. Absences must receive prior approval of supervisor.

Work is primarily indoors, but must be able to work in all weather conditions and is subject to frequent interruptions.

Ability to work varied hours to include early mornings, days, and evenings to include weekends and holidays. Work may involve close supervision.

Requires a positive attitude and effective cooperation with the many user groups that are partners with the Park District as well as other Bismarck Park District Divisions.