

## CITY OF BURBANK

### FACILITY ATTENDANT II

#### DEFINITION

Under supervision, to perform general recreation duties; routine clerical and facility maintenance work; and perform related work as required.

#### ESSENTIAL FUNCTIONS

Works directly with the public to provide information regarding programs and services; greets the public and answers telephones; responds to routine procedural and directional inquiries; promotes City programs and services; distributes and collects a variety of recreation equipment to and from the public; assists with monitoring City facilities to enforce rules and regulations; maintains facility equipment, supplies, and cleanliness; collects refuse and litter; processes activity registrations and monetary transactions through the use of computer software; completes standard forms; facility set-up and breakdown; responsible for proper opening and closing procedures of buildings and facilities; sets-up picnic and facility reservation signage; drives on City business.

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of - principles of customer service; proper English usage, spelling, grammar, and punctuation in order to effectively perform the essential functions of this position (this is not a language restriction as defined in California Government Code Section 12951).
- Skill in - utilizing computers and a variety of computer software.
- Ability to - learn and understand facility rules, regulations, and maintenance operations; perform clerical functions; accurately account for monetary transactions; multitask while working at a public counter; learn and understand modern office methods, procedures, and equipment; provide a high level of customer service to the public and other facility staff; understand and follow written and oral directions; communicate effectively both orally and in writing; work week days, weekends, holidays, and evenings; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education & Training:** High School graduation or equivalent.

**Special Conditions & Requirements:** Possess and maintain the physical condition required to perform the essential functions of the classification which include the physical ability to: move and position objects weighing up to 20 pounds (for weight in excess of 20 pounds, tools or other appropriate assistance are recommended to perform the function); remain in a stationary position for extended periods of time.

**License & Certificates:** A valid California Class "C" driver's license or equivalent is required at time of appointment. A valid Cardiopulmonary Resuscitation (CPR), communicable diseases, and First Aid certificate(s) from an authorized provider is required within three months of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

#### SUPPLEMENTAL INFORMATION

**Desirable Qualifications:** Ability to communicate in a second language.