

## **SUNRISE RECREATION AND PARK DISTRICT CLASSIFICATION SPECIFICATION**

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**JOB TITLE:**        **Building Monitor  
(Hourly Intermittent)**

**DIVISION:**        **Recreation**

### **CLASS DEFINITION:**

Opens and closes facilities for all evening and weekend room rentals; meets with renters to inspect and document the condition of the room before and after each rental; frequently monitors facilities while in use to ensure that no damage occurs; responds to renter inquiries, resolves facility and equipment problems and provides information pertinent to District policies, procedures, programs and facilities; vacuums carpets, sweeps and mops floors, dusts and polishes furniture and cabinets to maintain the cleanliness of the District's administration office; following facility rentals, may assist with taking down and storing tables, chairs and equipment and mops floors; secures District buildings once rentals have ended and facility has been vacated; and performs related work as assigned and/or required.

### **DISTINGUISHING CHARACTERISTICS:**

Incumbents in the Building Monitor classification are temporary employees and may not advance to permanent status in any District job classification. Hours of work vary based on the volume and frequency of evening and weekend room rentals. Incumbents represent the District as primary point of contact for persons who rent District rooms for use in the evening or on weekends; ensure condition and security of District facilities; and respond to renter issues and queries to provide a positive rental experience.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives limited supervision within a framework of standard policies and procedures from District full-time staff. Incumbents in this classification do not provide supervision or direction to others.

### **EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Responsibilities and duties include, but are not limited to the following:

- Opens facilities for all evening and weekend room rentals; and closes and secures facilities once rentals have been completed and facilities have been vacated
- Meets with renters before and after the rental to inspect and document the condition of the facility, furniture and equipment rented
- Frequently monitors the rented facility while in use to ensure that no damage occurs

- Responds to renter inquiries, resolves facility and equipment problems and provides information pertinent to District policies, procedures, programs and facilities
- Sweeps and mops floors; vacuums rugs and carpets, dusts and polishes furniture, woodwork, cabinets, fixtures and equipment and empties and cleans waste receptacles to maintain the cleanliness of the District's administrative office
- For facility rentals, may assist with taking down and storing chairs, tables and other furniture and equipment and mops floors once rented facilities have been vacated
- Performs other job-related duties as assigned

**EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Assists other positions and/or work units with related assignments or performs special projects as assigned

**EMPLOYMENT STANDARDS:**

**Education and Experience Guidelines:**

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- Previous experience in custodial or maintenance work is highly desirable
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance

**Knowledge of:**

- methods, tools, and equipment used in basic building maintenance and custodial work
- safe work practices
- cleaning solvents, soaps, waxes and other chemicals used for custodial work
- good public relations etiquette

**Ability to:**

- exercise tact, judgment and patience in dealing with the public
- work with minimal guidance and supervision
- understand and implement oral and written directions
- read and understand cleaning chemical labels
- lift, carry, and pull equipment, and furniture weighing up to 25 pounds
- establish and maintain effective working relationships with co-workers, the general public, and those contacted during the course of work
- perform essential duties of the job without causing harm to self or others

**Licenses/Certification Required:**

- Possession of a valid class C California Driver's license and a satisfactory driving record

**WORKING CONDITIONS:**

**Environmental Conditions:**

Essential duties of the Building Monitor classification are primarily performed inside within a controlled environment.

**Physical Conditions:**

Essential duties of the Building Monitor classification requires the ability to verbally exchange ideas and information; to hear to receive detailed verbal information and instruction; to be able to view objects within one to twenty feet and differentiate basic colors; to maintain body equilibrium to prevent falling when walking or standing on slippery surfaces; to reach, stand, and walk to accomplish custodial and maintenance duties; to lift, carry, push, and pull a variety of objects weighing between 10 and 25 pounds and to have the finger dexterity and hand strength to grasp and operate cleaning tools and equipment.

**OTHER:**

**FLSA STATUS:** Non- Exempt

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this classification. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

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