

ROSSMOOR COMMUNITY SERVICES DISTRICT

Job Description

EVENT/FACILITY ATTENDANT

THE POSITION

This position reports the General Manager and monitors District owned and/or operated facilities in accordance with established policies and procedures.

ESSENTIAL JOB FUNCTIONS

Under the general direction of the General Manager and in cooperation with the Recreation Superintendent, is responsible for safeguarding District property and facilities; making safety and security inspections of equipment and facilities; acting as an information/referral source to the public while in the field, as well as, aiding citizens in the interpretation of District rules and regulation; notifying the General Manager and/or County Sheriff in serious cases of misuse or violations of District policies; responding to emergency call-outs; acting as event attendant at District facilities; and performing other duties as assigned by the General Manager.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic operation principals of public buildings, facilities and parks; ability to work with the public and to mediate disputes; ability to interpret District, county, state and other applicable laws and regulations: ability to analyze situations accurately and to take an effective course of action; report on actions taken; knowledge of safety rules and regulations and safe working procedures; and the ability to communicate clearly with citizens and other public agencies.

DESIREABLE EXPERIENCE AND TRAINING

Education equivalent to graduation from high school plus one year of experience in facility management related activities.

SPECIAL JOB RELATED REQUIREMENTS

Valid California Driver's license, with evidence of liability insurance.