

## CITY OF PAPILLION

### JOB DESCRIPTION

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**POSITION TITLE:** Facilities Attendant

**REPORTS TO:** Golf Manager and Assistant Golf Professionals

**SUPERVISES:** Volunteers as needed.

**PURPOSE OF POSITION:** This work involves assisting in the operation of all facility functions of a municipal golf course clubhouse. The incumbent is responsible for greeting patrons and guests in a friendly manner, preparing golf carts for golf patrons and returning them in good condition to the cart barn when required. The incumbent is responsible for assisting in the set up, tear down and clean up of the facility for all functions held at the facility as well as completing a variety of daily and weekly cleaning responsibilities. The incumbent will be required to work varied hours during the week including evenings, weekends and holidays.

**ESSENTIAL FUNCTIONS:**

(Any one position may not perform all of the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Utilizes various cleaning equipment and appliances; ensures that equipment is in proper working order.

Operates a gas pump, golf carts, vacuum cleaner, carpet cleaner, moving equipment and other equipment as required in order to complete daily assigned tasks.

Inspects and cleans special event areas on a regular basis to maintain cleanliness and a hazard free environment; performs various custodial duties such as sweeping, vacuuming, picking up trash and sanitizing.

Returns golf carts to the golf barn and prepares them for use the following day.

Assists in the set up, tear down and clean up of all facility events and rentals.

Performs general clean up, maintenance and repair to clubhouse areas, such as changing light bulbs, minor equipment repair, cleaning spills, removing trash, tidying up, replacing tables and chairs etc. daily.

Responsible for adhering to and enforcing rules and regulations to ensure a safe and enjoyable environment; refers individuals who fail to comply with regulations to the supervisor.

Attends staff meetings and participates in employee training sessions as required.

Reports complaints, problems and needs concerning equipment and supplies to supervisor such as defective items, damaged or broken items or equipment, and golf cart complaints.  
Prepares accident and incident reports and communicates all incidents to immediate supervisor.

Refers citizen complaints to the supervisor for resolution.

Fills in for other employees as needed.

Establishes and maintains positive public relations with community groups, the general public, and other employees.

Fills stock and display receptacles as required.

**MARGINAL FUNCTIONS:**

Performs other duties as directed or as the situation dictates.

**ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:**

Knowledge of and ability to utilize proper telephone etiquette.

Ability to operate a variety of cleaning equipment and perform daily tasks as required.

Ability to learn and to apply skills and techniques utilized in the maintenance of clubhouse or cart barn areas.

Ability to learn and apply city policies dealing with emergency situations and/or general inquiries from the public and/or other co-workers.

Ability to learn the facility's rules and regulations pertaining to facility maintenance.

Ability to communicate and deal with the general public in a courteous and tactful manner.

Ability to accurately prepare various records and reports in accordance with established procedures.

Ability to perform job duties efficiently while managing frequent interruptions and/or dealing with stressful or potentially hazardous situations.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

**ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:**

1. Must possess a valid driver's license.
2. Must be at least 16 years of age at the time of hire.

**ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

Work is performed indoors and outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the city. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, pesticides, noise and inclement weather conditions.

An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate equipment utilized in upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in high/precarious places and is occasionally exposed to fumes or airborne particles, and toxic chemicals. The noise level may be moderate to intense depending on activity performed.

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Employee Signature

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Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

08/02/05