

CITY OF SAN JUAN CAPISTRANO

PARK / FACILITY MONITOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide staff assistance in support of assigned Community Services activities, programs and special events; to coordinate the rental of Community Services facilities; to assist in monitoring and maintaining City facilities and grounds; to supervise and instruct program participants; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level staff and lead direction from a Community Services Coordinator.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Participates in preparing facilities for use by the public including setting up tables, chairs, podiums, sound systems, scoreboards and/or other types of equipment.
2. Opens and closes City operated buildings and facilities used for meetings, classes, sporting activities, weddings, and various other functions; including open space parks.
3. Monitors and ensures public compliance with facility, gymnasium and park rules and regulations.
4. Inspects and participates in maintaining park grounds, athletic fields and restrooms including emptying trash cans and cleaning restrooms.
5. Performing minor repairs to park fixtures and equipment.
6. Participates in and assists in setting up a variety of City sponsored special events including parades, concerts and holiday activities.
7. Picks up and delivers departmental supplies including trash bags, paper products, tools, equipment, and/or City banners.
8. Designs and builds departmental fixtures including podiums and shelves as assigned.
9. Monitors and maintains inventory count of Community Services furniture and equipment including tables and chairs; cleans and performs minor repairs to equipment as required.
10. Conducts monthly inspections of Community Center vehicles and reports maintenance requirements to Public Works Department as assigned.
11. Performs related duties and responsibilities as required.

CITY OF SAN JUAN CAPISTRANO
Park / Facility Monitor (*Continued*)

QUALIFICATIONS

Knowledge of:

- Principles and practices of effective customer service.
- Community and recreation services.
- Standards for maintaining facilities used by the public.
- Processes for setting up city-wide special events.
- Pertinent Federal, State and local codes, laws and regulations.

Skill in:

- Performing a variety of recreation functions for area of assignment.
- Coordinating the rental of community services facilities.
- Preparing and maintaining facilities for use by rental groups.
- Participating in and providing assistance in setting up city-wide special events.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

One year experience in facility maintenance, recreation or related field.

Training:

Equivalent to the completion of the twelfth grade.

Licenses or Certifications:

Depending on area of assignment, may require a valid driver's license or First Aid/CPR certification.

WORKING CONDITIONS

Environmental Conditions:

Work is performed in and around Community Services facilities, open space and operating motor vehicles.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking or standing for prolonged periods of time; moderate or light lifting and carrying is involved.