



Job Description

TITLE:	<u>Building Attendant</u>	JOB CODE:	
DIVISION:	<u>Deseret Peak Complex</u>	EFF. DATE:	<u>March 2022</u>
DEPARTMENT:	<u>Parks & Recreation</u>	GRADE:	<u>8</u>
EEO CLASS:	<u>Service & Maintenance</u>	FLSA:	<u>Non-Exempt</u>
WORKERS COMP.:	<u>County</u>	CDL:	<u>Not Required</u>

GENERAL PURPOSE

The ideal candidate provides excellent customer service to patrons and clients of Deseret Peak. As well as ensures patrons and clients are following park policies and procedures, answering phone calls and giving out information about Deseret Peak Complex.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

None.

EXAMPLE OF DUTIES

Provides customer service to renters and patrons of the facility by communicating with them, ensuring a great customer experience.

Monitors all facilities at Deseret Peak ensuring Parks policies are being adhered to and understood.

Communicates effectively to ensure customer satisfaction

Assists with some maintenance issues, cleaning, and small projects as needed.

Answers phones as needed and provides correct information

Handles cash according to established policies and procedures.

MINIMUM QUALIFICATIONS:

1. Education and Experience

A. Graduation of High School or Equivalent

-AND-

B. Must be at least 18 years of age

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Must be able to demonstrate basic competencies in reading, writing and interpersonal skills.

Ability to follow written and oral instructions; ability to establish and maintain effective working relationships with employees and members of the public.

This position involves frequent lifting of 25-50 pounds and is often combined with bending, twisting, and standing for extended periods of time.

Must be able to work a flexible schedule including Holidays, weekends (Saturdays and Sundays) and evening hours.

OTHER QUALIFICATIONS:

Achieve a competent or higher rating overall in each performance evaluation, which measures the following:

- thoroughness, planning and organization, neatness, and accuracy.
- learning and knowing all phases of the job; recognizing and solving routine problems.
- knowing the office policies, systems, and services.
- compared to other employees, maintaining a competent volume of work in addition to regular tasks, and a competent speed of work.
- being able to perform new duties, adjust to new situations, and control of self under pressure.
- being resourceful; volunteering suggestions for improvement of work; being self-starting; seeking new tasks; taking responsibility.
- making decisions; studying and considering all facts; using common sense.
- cooperating with supervisors and peers; accepting constructive criticism; seeking self-betterment through education and other means.
- being friendly, helpful, and showing self-control.
- being punctual in attendance and
- being professional in dress and manner; showing good housekeeping of the general work area; ability to operate power floor cleaning equipment; ability to follow written and oral instructions; ability to think and act independently on routine matters; ability to maintain effective working relationships with employees and members of the public and employees in other units.

Approved:

Dated this _____ day of _____, 2022.

Department Director

Human Resource Director

County Manager

New Employee Certification of Receipt of Position Description

I certify that I have read and have received a copy of this position description and understand this is a description of the expected duties and responsibilities of my job with Tooele County Parks and Recreation.

Employee's Signature

Date