

ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: This is work of a routine nature involving either the operation of a public facility or the conduct of activities within the public facility. This position is distinguished generally from cleaning maintenance and custodial positions in that this position is concerned primarily with the public use of the facility and only incidentally with its physical upkeep. This work is performed in accordance with specific instructions or prescribed procedures either under the general direction of an administrator or administrative board or immediate direction of the facility director. Does related work as required.

TYPICAL WORK ACTIVITIES:

Fills out membership cards;
Checks permits to see that only members use facilities;
Maintains order;
Maintains tidiness of facilities and surrounding grounds;
Enforces rules and regulations;
Collects tickets and admission charges;
Supervises patrons' parking;
Keeps records and makes reports;
May perform routine maintenance tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to read and write; ability to keep simple records and make simple reports; ability to give and enforce simple instructions; ability to get along well with others; ability to perform light manual labor.

MINIMUM QUALIFICATIONS: There are no minimum requirements of training and experience.

R.C.D.P. (07.23.1979) 04.23.2015
Non-competitive