



Civic Center
53990 Enterprise Way
Coachella, CA 92236
Telephone: (760) 398-3502

FEBRUARY 2022

FLSA: NON-EXEMPT

SENIOR CENTER OPERATOR

DEFINITION

Under general supervision, performs a variety of custodial and building maintenance and repair work; provides maintenance support to the Facilities Division; operates vehicles in the transportation of citizens and staff; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory and management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey-level class in the building maintenance functional area and provides transport to citizens/staff to city facilities. The position performs the full range of duties required to ensure that City buildings provide the highest level of safety for public and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of buildings or equipment, including maintaining, replacing, repairing basic plumbing and electrical systems and fixtures, and assisting in custodial duties as necessary. Responsibilities also require providing the highest level of transport services for citizens and staff, completion of pre and post trip requirements.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Sweeps, mops, waxes, buffs, and polishes floors; cleans carpets and repairs carpet damage; dusts and polishes furniture, woodwork, fixtures, and equipment.
- Washes windows and walls; empties and cleans waste receptacles; cleans and maintains supplies in restrooms.
- Performs minor maintenance and repairs on equipment or buildings such as replacing light bulbs, fixing doors, repairing door locks, or minor painting.
- Unlocks and locks entrances to buildings; inspects buildings for safety hazards.
- Operates a variety of electrical cleaning equipment; maintains and orders custodial equipment and supplies.
- Performs various tasks in moving or rearranging furniture, desks and other equipment; sets up rooms and other City facilities for meetings and special events.
- Maintains proper standards of cleanliness in assigned areas.

- Maintains, repairs, and replaces plumbing systems and fixtures such as faucets, drinking fountains, water closet, urinals, water regulators and pressure valves.
- Replaces light bulbs and time clocks.
- Provides periodic basic maintenance to air conditioning and heating units.
- Performs basic repairs to buildings, including plaster patch, painting, masonry, and replacing glass and ceiling tiles.
- Operates a variety of hand and power tools and equipment pertinent to the maintenance of area assigned; makes minor adjustments on service equipment; maintains tools and equipment in working order.
- Picks up and delivers documents and other items from/to various City locations.
- Performs routine maintenance on City vehicles used in performing assigned work.
- Orders supplies and materials as needed and as directed.
- Submits and fills work orders.
- Maintains records of work performed.
- Assists in setting up City-sponsored special events.
- May maintain, repair, and replace electrical systems including light switches, motors, wall receptacles and conduits.
- Serves as a bus driver and is responsible for transporting citizens/staff to the Senior Center and various outings and events.
- Responsible for ensuring the routine maintenance of the City bus, including scheduling of bus service and maintenance.
- Operates a passenger vehicle to transport citizens to and from their homes, senior center, or other City sites; oversees the loading, seating, and unloading of passengers from vehicles.
- Assists passengers with special needs in accessing and departing from vehicles, including using wheelchair lifts to load passengers onto vehicles and securing passengers.
- Performs maintenance and safety checks and inspections on assigned vehicles and notifies supervisor of defects and needed repairs; prepares and submits inspection reports; maintains vehicle operation records and logs.
- Performs duties of a disaster services worker in event of an emergency.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices, methods, equipment, tools and materials used in maintaining, cleaning and repairing buildings, office space, and meeting rooms.
- Basic construction and repair methods, including carpentry, pipe fitting, painting, systems of lighting controls, and plumbing repair and installation.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Shop arithmetic.
- Safe work methods and safety practices pertaining to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.
- Principles, practices, and service delivery needs related to senior services.

- Applicable Federal, State, and local laws, codes, and regulations related to senior services and related facilities.
- Safety principles and practices, including first aid and adult cardiopulmonary resuscitation.

Ability to:

- Perform maintenance, repair and custodial work in a variety of City buildings and facilities.
- Troubleshoot maintenance problems and determining materials and supplies required for repair.
- Work from sketches, blueprints, or drawings.
- Make accurate arithmetic calculations.
- Maintain accurate logs, records and basic written records of work performed.
- Skillfully and safely use and operate hand tools, mechanical equipment, power tools, and a variety of custodial equipment required for the work.
- Perform routine equipment maintenance.
- Follow policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade, one (1) year of experience in custodial and/or facilities maintenance and repair work, and one (1) year of experience in driving automobiles or vans in transporting passengers.

Licenses and Certifications:

- Valid California class B driver's license with passenger endorsement, satisfactory driving record and automobile insurance.
- Possession of, or ability to obtain, First Aid, Automated External Defibrillator (AED), Adult Cardiopulmonary Resuscitation (CPR) within one year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in and around City buildings and facilities, to operate a motor vehicle and drive on surface streets; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces and around machines, to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 75 pounds, and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in and around buildings and facilities and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.