

**COOPER CITY, FLORIDA
CLASS DESCRIPTION**

CLASSIFICATION TITLE: PART TIME FACILITIES AND RECREATION ASSISTANT

GENERAL DESCRIPTION OF DUTIES

The position is responsible to perform the maintenance and custodial duties of city assigned facilities and parks. Includes considerable initiative and the ability to accomplish tasks independently on a timely basis. General and special instructions and assignments are received from a supervisor, who evaluates performance through observation and review of reports

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Maintains general order and cleanliness of public facilities, parks, and other assigned buildings.
- Performs routine facility maintenance and custodial duties to include cleaning of restrooms, offices, program activity rooms, fitness room, etc. Duties include sweeping, mopping, vacuuming, dusting, emptying trash, cleaning windows, etc.
- Performs routine maintenance and custodial duties of parks to include emptying of trash containers; removal of litter and branches from parks, removal of trash in parking areas, etc.
- Assists with the day-to-day operation of assigned city facility. Performs set up and break down in various City facilities according to the daily schedule of planned events, meetings, and facility rentals; opens and closes facilities as needed.
- Performs a variety of physical labor tasks, depending upon area of assignment, including receiving deliveries and stocking supplies, painting curbs, pressure cleaning sidewalks, cleaning pool filters, general cleanliness of vehicles, preparations and clean up of citywide events and programs, etc.
- Performs set up and break down as required for scheduled meetings.
- Maintains reports of work performed and materials / equipment used. Assists with inventory of equipment and supplies. Establishes and adheres to schedules for preventative maintenance of buildings and facilities.
- Adheres to practices and maintenance of safe use and handling of equipment and tools utilized in the performance of duties.
- Corrects or reports on safety hazards.
- Assists with the planning, organization and implementation of City-wide program and special events.
- Performs related duties as required.

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KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of city operations and the functional requirements of the various departments.
- Knowledge of standard practices and techniques for the safe handling and effective operation of custodial tools and equipment.
- Ability to independently perform work orders and tasks with minimal supervision.
- Ability to fulfill the physical requirements and demands of the work.
- Ability to understand, interpret and follow written and verbal instructions.
- Must have the ability to communicate effectively with supervisors, patrons, employees, and the general public.
- Knowledge of safety rules and procedures and personnel policies.

EDUCATION & EXPERIENCE

High School graduation or possession of an acceptable equivalency diploma; ability to fulfill the physical demands of the work, one (1) year or more previous experience, or an equivalent combination of education, training, and experience. Valid State of Florida Driver's License with CDL - Passenger Endorsement preferred.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Ability to climb ladders and work effectively at heights of up to ten (10) feet. Tasks may involve the ability to exert heavy lifting, moving, and carrying objects weighing (up to 100 pounds). Ability to use various cleaning equipment to maintain the facilities, Ability to work outdoors in a variety of weather and temperature conditions. Ability to work various hours including mornings, evenings, and weekends as requested. Tasks may involve extended periods of time sitting and operating a vehicle with exposure to traffic conditions.

Acknowledgement:

Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position. Employee is expected to adhere to all policies.

Signature: _____ Date: _____

The City of Cooper City, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Approved by City Commission: _____