

FARMINGTON CITY

Job Description

Title:	Activities and Facilities Assistant	Code:	
Department:	Leisure Services	Pay Rate:	\$9.00/hr.
Division:	Leisure Services	Effective Date:	Jan. 07

GENERAL PURPOSE

Performs a variety of entry level skilled duties; related to general maintenance of various facilities operated by Leisure Services. Performs a variety of duties related to various activities offered by the city.

SUPERVISION RECEIVED

Works under the immediate to close supervision of the Leisure Services Director or other staff as assigned.

SUPERVISION EXERCISED

None

ESSENTIAL FUNCTIONS

Serves as support staff to the Leisure Service Department in performing a variety of routine tasks necessary for successfully conducting Leisure Service events, activities and obligations. Assists in inspecting and performing general maintenance on facilities owned by the city and operated by Leisure Services.

Assists various coordinators with tasks related to current programs; such as delivering flyers to various school, hanging street and pole banners for various programs, running errands to various communities for equipment and supplies, setting up and taking down tables and chairs, performs duties involving a man lift at heights over 12', performs duties utilizing a 12' step ladder.

Performs duties relative to inspecting and repairing various sporting equipment to maintain the safety of programs; such as placing face masks on football helmets, securing belts for football pants, inspecting shoulder pads for proper pieces, inspecting softball equipment, etc.

Performs a variety of manual labor tasks at various facilities; such as painting walls, painting lines for the football field, receiving and returning equipment to storage for various programs and activities.

Assist the general public that is interested in viewing the Community Center for a possible rental by showing them the entire facility and providing the public with correct information and brochure with proper information.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school;
2. Required Knowledge, Skills, and Abilities:

Working knowledge of the philosophy and objectives of community recreation programming; equipment, facilities, operations and techniques used in a comprehensive community recreation program; modern office management practices, procedures and of basic office equipment.

Ability to establish and maintain effective working relationships with employees, young people, other organizations, and the public; ability to communicate effectively, verbally and in writing, reading and interpret instructions. Must exhibit characteristics that demonstrate willingness to work as a team player in achieving goals and obligations of the Leisure Services Department and the City organization as a whole.

3. Special Qualifications:

Must be 21 years of age.

Must possess a valid Utah Drivers license

Must pass employment drug test.

Must be willing to work a minimum of 20 hours per week which hours may vary according to seasonal need.

Must be able to lift 20 – 30 pounds

Hiring is conditioned also upon the employee agreeing to be available to work any Holiday or Saturday if activity or facility warrants the need and is approved by the Director.

4. Work Environment:

Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching and moderate lifting. Essential functions require talking, hearing and seeing. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. The possibility of exposure to toxic chemicals related to general maintenance exists but is remote.

HIRING POLICIES

Farmington City Corporation is an Equal Opportunity Employer. Farmington City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion, or age. Farmington City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create an undue hardship.

Any applicant who is chosen as the top candidate for the position will be required to submit to and successfully passing of a blood and urine test to screen for the presence of drugs and alcohol.