



Job Information for

BUILDING ATTENDANT

Temporary/Part-time Position

Hourly Rate: Hourly Rate: (A) \$10.58 (B) \$11.11 (C) \$11.66 (D) \$12.25 (E) \$12.26

Filing Deadline: APPLY IMMEDIATELY – OPEN UNTIL FILLED

The Position:

Under general supervision, the Building Attendant will oversee proper use and rental activity of all City rental facilities including performance of basic and minor custodial duties, ensuring compliance of established rules and procedures for the use of the facilities.

Qualifications:

- **Knowledge of:** Basic arithmetic and safe work practices.
- **Ability to:** Understand and follow oral and written instructions; evaluate emergency situations and act decisively and effectively to resolve the situation; perform all physical aspects of assigned duties including lifting, reaching, carrying, and moving furniture; establish and maintain cooperative working relationships with those contacted in the course of work; work independently in the absence of supervision.
- **Experience:** Prior experience in dealing with the public effectively.
- **Education:** Equivalent to completion of the twelfth grade.
- **Required License:** Possession of an appropriate and valid California Driver's License and maintenance of a satisfactory driving record.
- **Other Requirements:** work hours may include nights and weekends.
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Examples of Duties:

Duties may include, but are not limited to the following:

- Oversee rental activities including collection of fees and issuance of receipts; notify appropriate personnel regarding safety and security problems during rental activities.
- Assist in the inventory of program supplies and equipment.
- Provide information regarding rental policies and fees.
- Perform basic and minor custodial duties during rental activities, documenting and reporting necessary repairs; lock and unlock doors.
- Move and arrange furniture and equipment and set-up rooms at various facilities for different

- activities or programs; return room to original condition following event.
- Assist in ensuring proper compliance of established facility rules and regulations by program participants.
 - Drive vehicle to transport tables, chairs, and equipment needed for rental activities.
 - Perform related duties as assigned.

Application/Selection Procedures:

Application materials may be obtained at **San Pablo City Hall Human Resources Division at 13831 San Pablo Avenue, Bldg. 1, San Pablo, California, by visiting www.ci.san-pablo.ca.us or by calling (510) 215-3000.** The City reserves the right to limit the number of applications to be examined in case a large number of applications are received. The most qualified applicants will be invited to participate in the subsequent phases of the selection process consisting of an initial screening process of all applications received & oral interview process. Meeting the minimum requirements of the position does not guarantee advancement in any phase of the selection process.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination. Finalists who are applying for a position which requires possession of a valid CA driver's license, are required to submit a current DMV printout.

Americans with Disabilities Act (ADA): Please contact the Personnel Division on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request).

Immigration Reform & Control Act: In accordance with the Immigration Reform & Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States.

Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace. Any applicant for City of San Pablo employment will be expected to behave in accordance with the objective because the use of alcohol &/or illegal drugs is inconsistent with the special trust placed in public employees.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, & DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment & these provisions are subject to change.