



**POSITION DESCRIPTION**  
Non-Union Part Time (15 hours/week)  
Building Attendant  
**Parks, Recreation & Culture Department**  
Position Code: PRCBLD  
April, 2018

**POSITION SUMMARY:**

The Parks, Recreation & Culture Department is responsible for providing a broad range of recreational programs and opportunities for local residents and visitors of all ages.

Under the direction of the Director of Parks, Recreation & Culture, the Building Attendant is responsible for setting up and cleanup of special events and activities, building security to include opening/closing and locking/unlocking the building. The Building Attendant will be responsible for other miscellaneous duties to ensure that the building and any assigned equipment is maintained in a healthy, safe and sanitary manner.

This position is a fifteen (15) hour/week position, and the incumbent will be required to work evenings and weekends.

**REPORTING RELATIONSHIPS:**

**Reports To:** Maintenance Supervisor and/or Director of Parks, Recreation & Culture

**KEY WORKING RELATIONSHIPS:**

- Internal:**
- Applicable Department
  - Other Town Departments
- External:**
- Citizens

**RESPONSIBILITIES/ACCOUNTABILITIES:**

- Set up and clean up designated areas for special functions and/or activities as directed, carry, lift, move and arrange furniture for appropriate set up; make arrangements to have any equipment, accessories and supplies laundered or cleaned and properly stored;
- Provide building security to include opening, closing, locking, unlocking the Douglas Street Recreation Centre on a daily basis;
- Act as a point of contact for outside agencies as required;
- Report to supervisor any irregular or suspicious activity within the building or around the perimeter;
- Respond to public inquiries in a courteous manner;
- Maintain a close working relationship with staff within the department to ensure continual exchange of information;
- Other duties as assigned.

**QUALIFICATIONS**

Education, Training and Experience:

- Completion of grade twelve (12) or equivalent;
- Experience in operating light cleaning equipment such brooms, vacuums, mops;
- Knowledge of standard cleaning procedures, chemicals, products and equipment; experience in mixing and using cleaning chemicals and materials relative to the job;

- Working knowledge of and ability to independently use hand tools, such as hammers, screwdrivers, pliers and plungers.

Technical Knowledge:

- Knowledge of Occupational Health and Safety Act, relevant to the provisions that apply to this work;
- Completion of Workplace Hazardous Material Information System Training (WHMIS), an asset;
- Emergency First Aid, an asset;
- Knowledge of assigned equipment, materials and tools associated with the work and procedures relevant to the work.

Competencies:

- Excellent interpersonal skills;
- Excellent communication skills;
- Excellent organizational skills;
- Possess problem solving ability; demonstrate sound work ethics; be self-directing; have the ability to prioritize and multi-task.

Special Requirements:

- Criminal Records Check;
- Required to exercise discretion when dealing with public and/or confidential information.

**WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:**

- Work involves moderate to heavy lifting, bending, stretching, kneeling and climbing.
- Operation of light cleaning equipment.
- Exposure to dirt, dust, foul odours and cleaning chemicals.

**AUTHORIZING SIGNATURES**

Director of Parks, Recreation & Culture:

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*(Signature)*

\_\_\_\_\_  
*(Date)*

Employee:

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*(Signature)*

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*(Date)*