



FACILITY ATTENDANT JOB DESCRIPTION

Approved 5/15/18

A. GENERAL PURPOSE

Under supervision of the Dripping Springs Ranch Park and Event Center Manager, provides customer service to guests and performs maintenance and custodial duties at Dripping Springs Ranch Park and Event Center, including the maintenance and upkeep of park trails, open space, and recreation facilities.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Provides customer service to event center guests.
2. Opens and closes the event center and arena.
3. Is visible and available to assist during events.
4. Maintains event center rodeo arena and outdoor arena floors.
5. Cleans restrooms, common areas, and seating areas, within and around the event center as needed.
6. Picks up and disposes of litter and glass.
7. Cleans and maintains recreational vehicle (RV) sites.

C. EDUCATION AND EXPERIENCE

Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle. Standard First Aid and C.P.R. certifications desirable but not required.

D. TOOLS AND EQUIPMENT USED

General maintenance equipment, phone, calculator, computer, printer and related software. Must possess a valid Class C Texas Driver's License, clean driving record and working vehicle.

E. SPECIAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. Work is performed in indoor and outdoor settings. Considerable outdoor work is required in the maintenance of Dripping Springs Ranch Park and Event Center. Must be able to work outside in all weather conditions and be able to lift a minimum

of 80 pounds.

2. While performing the duties of this job, the employee is regularly required to move around the facility to perform functions and assist visitors; communicate effectively, and; operate objects, tools, or controls. The employee is often required to climb or balance; stoop, kneel, crouch, or crawl.
3. Must be able to distinguish colors when working with equipment, electrical panels, etc.; must be able to operate assigned vehicle or equipment.

F. WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. Indoor and outdoor environments; exposure to extremes in weather condition; exposure to vibrations and noise; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes from motorized equipment; possible exposure to toxic chemicals.
2. The noise level in the work environment is usually moderate to loud.

G. WORK HOURS

This is a part-time weekend position. Core work hours will be set by the Ranch Park and Event Center Manager or the Parks and Community Services Director. This position includes weekend hours as assigned year-round and shares the responsibility for staffing the park and event center during these hours with the park and event center staff. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Ranch Park and Event Center Manager or the Parks and Community Services Director. Any overtime hours performed must be preapproved by the Parks and Community Services Director.

H. SALARY

Salary is commensurate with the position. Pay days are every other Friday or as otherwise determined by the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL".

I. BENEFITS

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL", as may be modified by the employee's offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment

against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Assistant City Administrator at (512) 858-4725.

***Please note:** This Job Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*