

**CITY OF STILLWATER
JOB DESCRIPTION**

TITLE: Comm. Center Building Services	DEPARTMENT: Events and Recreation
RANGE: 18	DIVISION: Community Center
EFFECTIVE DATE: 7/16	REVISION DATE:
Non Exempt	

APPROVALS

 Department Head	 Human Resources	 City Manager
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PURPOSE OF POSITION:

This position provides customer service, custodial, and administrative support for the Stillwater Community Center. This position reports directly to the Community Center Facilities Supervisor.

ESSENTIAL JOB FUNCTIONS:

- Clean and maintain the Community Center complex in a neat and orderly condition.
- Assist staff in preparation of classes, registrations, events and daily activities.
- Move and arrange furniture and equipment and set up rooms for specified meetings or events.
- Open and close, lock and unlock facilities as needed.
- Expected to work scheduled department special events.
- Perform other duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE REQUIRED:

- High School Diploma or equivalent.

SPECIAL CERTIFICATES, REGISTRATIONS, AND LICENSES REQUIRED:

- Valid driver's license. Must obtain Oklahoma license within 30 days of hire.

SKILLS, KNOWLEDGE AND ABILITIES REQUIRED:

- Ability to communicate clearly and concisely.
- Ability to work independently without supervision.

PHYSICAL/MENTAL REQUIREMENTS:

- Must be able to occasionally lift or move 50 lbs.

ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS:

- Exposure to walking/tripping hazards in the field.
- May be called upon to perform in all types of weather.
- Requires attention and monitoring of the safety of programs, facilities, and work areas to ensure that proper procedures and standards are observed and followed.

JOB LOCATION:

- Primarily at the Community Center, but may also work at other locations in support of other City sponsored activities.
- Must be available to work evenings, weekends, and holidays.

Employee Signature: _____

Date: _____