City of Kansas City, Missouri
Job Class Specification

Job Title: FACILITIES ATTENDANT **Department:** MULTI

Job Code: 5544 **Status:** NONEXEMPT **Grade:** L-2

Summary

This work involves the operation and general custodial maintenance activities of facilities operated by the Convention and Entertainment Centers Department.

Work involves responsibility for setting up of auditorium, meeting, conference, banquet, exhibit hall, performing arts, arena facilities and the cleanliness of area sidewalks and public entrances. Work duty responsibility includes effectively completing work orders through repetitive bending, heavy lifting, a high degree of walking and kneeling, and as warranted, giving moderately technical instructions to unskilled and semi-skilled workers. Specific instructions are received from a supervisor who reviews work in process and upon completion for conformance to instructions.

Duties and Responsibilities

- Operates tools and equipment needed to install movable walls, stages, seating, marquee and temporary flooring for various events.
- Performs various room sets, and non-fixed chair sets as requested by event coordinators.
- Performs carpet and terrazzo and hard floor care through-out the facility.
- Performs general cleaning and custodial duties for facility.
- Determines materials and tools needed to clean various facilities.
- Assists public or show participants within defined limits.
- Performs related duties as required.

Technical Skills

- Must demonstrate knowledge of equipment, methods and materials used in skilled and semi-skilled labor and maintenance work in relation to assigned tasks; Fundamental operation, maintenance and custodial practices; Hazards and standard safety precautions in facilities operations work; Hazards involved in the setup of recreation, athletic and show facilities; normal backstage facilities, their operation and required maintenance.
- Must demonstrate knowledge of fundamental maintenance, standard safety precautions in facilities operations and custodial practices.
- Must demonstrate ability to maintain appropriate records and prepare necessary reports; Operate and instruct others in the setup and operation of mechanical and other equipment normally used in auditorium and arena maintenance and custodial activities.
- Must demonstrate ability to perform addition, subtraction, multiplication and division of whole numbers and fractions, calculate percentages and convert units of measure.
- Must be able to speak, read and write English.

Education and Experience

Requires high school graduation OR three (3) months of experience in custodial or related maintenance work or general laboring work.

Certificates/ Licenses/Special Requirements

- Must pass a background check as prescribed by the City.
- Will be required to pass a preemployment drug screen.
- May be required to possess a valid State- issued driver's license in accordance with the City KMCO policies.

Supervisory Responsibility

None

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

Revised

09/06, 05/10, 08/22, 01/24, 07/26