

**CITY OF HEMET**

**COMMUNITY CENTER TECHNICIAN**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general supervision, performs routine and semi-skilled work in the cleaning, repair and maintenance of the Community Center; performs maintenance and light landscaping to the Community Center grounds; sets up seating and tables for daily events; works a variety of special events, which may include working days, nights, weekdays, and weekends; assists customers; performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

The **Community Center Technician** is the journey level class in which incumbents are expected to perform the full scope of routine and semi-skilled maintenance, repair and cleaning of the Community Center. Assignments are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision when required. This classification is distinguished from the next higher classification of Community Center Supervisor in that the latter has overall responsibility for the administration of the City's Community Center.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general supervision from the Community Center Supervisor. Incumbents in this class do not routinely exercise supervision.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Performs routine and semi-skilled work in the cleaning, repair and maintenance of the Community Center; performs maintenance and light landscaping to the Community Center grounds; sets up seating and tables for daily events; assists customers.
- Assists with the coordination, development, and planning of community events, activities and programs; assists in program planning, committee meetings and program administration.
- Arranges chairs and tables from diagrams throughout the day for various Community Center activities; cleans and removes chairs and tables from rooms following various activities; stores chairs and tables in designated areas.
- Cleans the kitchen, appliances, walls and bathrooms; removes trash; cleans walkways; empties ashtrays; sweeps the floors.

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- Works a flexible work schedule, which may include days, nights, weekdays, weekends, holidays, and evenings.
- May act as facility supervisor as needed; completes staff time cards, issues staff schedules; collects fees, invoices bills; supervises part-time Community Service Technicians and volunteer employees.
- Assists with various duties at the library, including event planning, policy enforcement, supervision of events, and trouble shooting; participates in set up and break down of events; maintenance; facility rentals, bookings and fee collection.
- Inventories supplies; stocks towels in the bathrooms; purchases supplies and equipment needed for facility repairs.
- Runs the Community Center's sound system; performs preventative maintenance on all audio-visual equipment.
- Assists customers with questions and concerns; works at the front counter and answers phones as needed; tours the facility with potential renters; assist with rental contracts; collects fees from classes and rentals; supervises the facility during rentals for wedding, parties etc. to ensure compliance with Community Center rules and regulations.
- Performs minor maintenance and repair duties, including painting, electrical repairs, replacing ceiling tiles, repairing fixtures, and repairing equipment etc. for the Center.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff and the public.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work may also require the incumbent to climb ladders and use power and noise producing tools and equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

#### **Education and/or Experience:**

No experience necessary.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Modern principles and practices used in maintenance and repair of facilities; safe use of cleaning supplies; common tools and equipment used in cleaning and maintenance work; facility contracts for rentals; basic landscaping tools and practices; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Perform strenuous manual labor tasks, including facility and grounds repair, maintenance and cleaning; interpret room diagrams and set-up furniture accordingly; interpret, explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

**Skill to:**

Operate standard office equipment, including a computer and variety of word processing; safely and effectively operate a variety of maintenance equipment, tools and materials.