

**CITY OF CARLSBAD
CLASSIFICATION DESCRIPTION**

JOB TITLE: FACILITY ATTENDANT

DEPARTMENT: PUBLIC WORKS – SAFETY TRAINING CENTER

BASIC FUNCTION:

Under the direction of the Safety Training Center Facility Manager, performs assigned duties of a Facility Attendant to support facility maintenance and operations at the Carlsbad Safety Training Center (STC); and performs other related duties as assigned. Field work and office work are both required in this position, with occasional weekend and evening work.

DISTINGUISHING CHARACTERISTICS:

Supplement facility management by coordinating with vendors, overseeing facility maintenance, supporting environmental health and safety compliance requirements and providing training support to city agencies and external public safety organizations leasing the STC.

KEY RESPONSIBILITIES:

Perform duties as assigned by the STC Facility Manager which include facility maintenance, tours, answering phones, escorting and overseeing maintenance contractors and vendors, updating reports and providing customer support for both city agencies and external customer's training events.

Monitor facility security to include opening and closing the facility for scheduled functions and training activities.

Perform set-up and take down of facility equipment to include training classrooms, tables and chairs.

Perform light custodial duties in order to maintain facilities' overall appearance and readiness by picking up litter, emptying trash receptacles, changing light bulbs, sweeping, vacuuming, polishing, mopping, and other general cleaning requirements to include cleanup before and after large events.

Perform light carpentry work to include cutting wood pieces for firefighting training apparatuses.

Provide facility staff support for special events to include the posting of signage and the coordination of parking on the STC campus.

Assist with best management practices and housekeeping as it relates to lead safety, facility maintenance, hazardous materials storage, and storm water pollution protection policies.

Conduct user-level maintenance of both Residential and Commercial Live Fire Burn Props in accordance with FireBlast 451 preventative maintenance checks and services.

Clean, refill, and conduct operational checks of Viper NT ceiling-mounted smoke machines per manufacturer guidelines.

Fill, purge, and check functions of all onsite air compressors on a weekly basis.

Provide training set-up support to city law enforcement and firefighting agencies.

Check-in external customers and provide training set up support to include: providing safety briefs, collection of Participant Release Forms, and area inspections after the completion of training.

Conduct inventories of hazardous materials and update Safety Data Sheets (SDS).

Conduct weekly inventories of maintenance equipment and supplies.

Conduct monthly inventories of consumable maintenance equipment and tools. Submit inventories and reorder information to the STC Facility Manager or Administrative Secretary.

Assist the STC Facility Manager by researching and requesting vendor quotes for the purchase of facility consumables and equipment repairs.

Understand all emergency action plans, to include the evacuation of injured personnel and reporting of training incidents and injuries.

Assist with mishaps, injuries, and incident investigations.

Assist STC Range Master with range cleanup and maintenance activities as needed to support range activities which includes the handling of hazardous materials.

Operate range cleaning equipment to include weapons cleaning room and wastewater filtration systems.

Enforce the wearing of proper protective equipment required during all training events.

Coordinate future training events and scheduling with the STC Facility Manager.

Inform the Facility Manager on any safety or facility maintenance issues discovered during work shift.

Conduct monthly Automatic External Defibrillator (AED) checks and report results to AED Solutions.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required:

Knowledge of:

- Applicable federal and state regulations including but not limited to California Occupational and Health Administration (Cal/OSHA) and National Institute on Safety and Health (NIOSH) regulations relating to lead poisoning prevention and the handling of hazardous materials and hazardous waste. Principles and practices of municipal storm water and sewer systems, environmental protection, health and safety, industrial and hazardous materials and wastes, air quality, and water quality.
- Basic understanding of monitoring, sampling, and testing equipment.

Ability to:

- Provide excellent customer service to both city personnel and outside agencies.
- Understand city policies and procedures relating to agreements for use; learn procedures/daily operations and make sound decisions, work under limited supervision, ability to evaluate emergency situations and act decisively and effectively to resolve conflicts.
- Properly interpret, and make decisions pertaining to laws, ordinances, regulations, legislation and policies.
- Interact with city staff, customers, and the public tactfully and effectively.
- Establish and maintain cooperative relations with those contacted in the course of conducting regular operations.
- Use computer applications to assist in performing duties, e.g., word processing, spreadsheets, databases and presentation applications.
- Communicate clearly, concisely and effectively, both verbally and in writing in English.
- Understand and carry out verbal and written instructions.

EXPERIENCE AND EDUCATION:

Education equivalent to a high school diploma or G.E.D. equivalent; and

Five years of progressively responsible experience in facility operations, minor carpentry, training coordination, familiarization with firearms range activities, safety officer and customer service or comparable experience which provides the knowledge, skills, and abilities described above.

Experience working with the public and resolving customer service issues.

SPECIAL REQUIREMENTS:

Possession of a California Class C Driver's License and evidence of a satisfactory driving record.

Must be available to work flexible schedule, as well as mornings, nights, weekends, and holidays.

Possession of, or ability to obtain, CPR and first aid instruction.

Possession of, or ability to obtain, Hazardous Waste Operations and Emergency Response (HAZWOPER) certification.

Must provide own transportation.

Must meet state of California tuberculosis test requirements.

Must complete medical screening for baseline readings of lead blood levels.

Must wear standard apparel as required and provided by the Safety Training Center Facility Manager.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

Ability to sit, stand, walk, kneel, crouch, crawl, squat, stoop, reach, and lift weights of 50 lbs plus; exposure to risks of damage to person or property, including, but not limited to, personal property damage, personal bodily injury, mental or psychological effects, gunshot wounds, small explosions, strikes from bullet fragments and shell casings, falls from high structures, trip and snag hazards, falls on wet surfaces, lead contamination, falling debris, motor vehicle accidents, and/or other known and unknown hazards that may result in serious bodily injury or death.

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, the public and others encountered in the course of work.

Incumbents will work in a variety of environmental settings, such as in the office, in and around storm water, wastewater, hazardous materials and hazardous waste, and on firearms ranges. Incumbents must be able to work in the field, walk over rough, unstable terrain and steep slopes while carrying equipment.

Duties may be adjusted due to changes in regulations or requirements as issued by the State of California Water Resources Control Board and/or the Regional Water Quality Control Board, OSHA, NIOSH, and/or other applicable agencies, and per city policies.

DATE APPROVED: June 26, 2018