



CITY OF NEWPORT, OREGON

BUILDING ATTENDANT PARKS AND RECREATION –RECREATION CENTER

The City of Newport is seeking a reliable, experienced and professional individual to fill our open Building Attendant position. This is a non-exempt, part-time position with a starting pay of \$9.31 an hour.

This position will be responsible for cleaning recreational buildings, including the gymnasiums, restrooms, showers, windows, hallways, doors, and water fountains. Setup and takedown rooms for events as needed. Assist patrons in retrieving recreational equipment as needed.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. A typical way to obtain the knowledge, skills and abilities would be: A high school equivalency

KNOWLEDGE: Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to cleaning equipment.

SKILLS: Skill in the use of personal computers, various related software programs, standard office equipment, and cleaning equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individual and groups. Physical ability to perform the essential job functions.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to five pounds and occasionally lift or move materials up to sixty pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required while operating equipment such as computers, keyboards, telephones, standard office equipment, and cleaning equipment. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform manual labor in confined and cramped spaces and uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors and may involve exposure to fumes, chemicals, dust, and wet and slippery surfaces.

TO APPLY: City application forms are available on the city website at www.newportoregon.gov, or picked up from the City Manager's Office at the Newport City Hall, 169 SW Coast Highway, Newport, Oregon 97365. Application materials should be sent to: City of Newport, Attention: Human Resources, 169 SW Coast Highway, Newport, Oregon 97365, or e-mailed to b.james@newportoregon.gov. The position will be open until filled.

The City of Newport is an EEO employer and veteran's preference provider. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.