



## CITY OF SANDY JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Building Monitor
<b>DEPARTMENT:</b>	Community Services
<b>FLSA STATUS:</b>	Part Time
<b>SALARY GRADE:</b>	A
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

Provide routine work, leadership and supervision of overall operations of the Community Center and Gymnasium in the absence of full time staff. Enforces all rules, regulations and policies for each facility while managing customer experience. Provides facility assistance in set-up and break-down in accordance with programming, events, rentals and performs light maintenance duties.

### **ESSENTIAL JOB FUNCTIONS:**

- Ensures the facility is maintained in a clean and safe manner at all times.
- Ensures the safety and well-being of all customers in accordance with facility policies.
- Enforces all rules and regulations of building/gymnasiums, including but not limited to:
  - Ensures no drinks or food enter the restricted areas of the building and gymnasiums.
  - Maintain and enforce program and event schedule blocks.
  - Monitor and address inappropriate verbal and non-verbal behavior.
  - Keeping participants and spectators in areas of the building or gym where program or events occurs.
  - Ensuring all children are under the direct supervision of a guardian 18 years of age or older.
- Facilitates the opening and secure closing procedures for building/gymnasium for all programs, events, and rentals.
- Interacts with customers as needed to maintain a positive environment and provide excellent customer service.
- Renders immediate first aid in case of injury and responds to emergency situations as required.
- Provides customer assistance with set-up and break-down for programs and rental areas.
- Performs basic maintenance tasks; including sweeping, mopping, vacuuming, and cleaning of restrooms.
- Ensure that all areas are fully stocked with restroom and cleaning supplies.
- Performs duties relating to registration and collection of fees for participants in all activities and facility rentals.
- Performs routine office duties including typing, answering phones, copying materials and other administrative support tasks.
- Perform other duties as required.
- Establish and maintain positive working relations with coworkers, citizens, and general public.

**JOB SPECIFICATIONS:**

**Mandatory Requirements:**

- High School diploma or GED.
- Provides superior customer service to ensure each customer is treated with dignity, respect and patience.
- Excellent interpersonal, oral and written communication skills with the ability to exercise good judgment, courtesy and tact in public contact and handling problems.
- Ability to resolve conflict among participants and customers.
- Ability to follow and give clear and concise directions, both orally and in writing.
- Ability to work independently on assigned tasks and to make decisions with minimal supervision by prioritizing and organizing tasks.
- Ability to adapt to a rapidly changing environment and customer needs.
- Effective problem-solving skills.
- Ability to work evenings and weekends.
- Ability to perform set-up and break-down of programs and events.

**Necessary Knowledge, Skills and Abilities:**

- Must demonstrate dependability and reliability with respect to scheduled assignments.
- Ability to learn and use recreation software program and basic computer operation.
- Proper use of chemicals according to state and federal regulations.
- Awareness of safety concerns and risk management.

**Preferred Qualifications:**

- Bilingual is preferred.
- Experience and passion working for a service oriented environment.
- General knowledge of organized athletics and community center procedures.

**Special Requirements/Licenses:**

- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Cardiopulmonary resuscitation (CPR)/AED/First Aid certification within sixty (60) days of hire.
- Must be able to pass the department's security clearance standards, including Reference check and Criminal History check.

**SUPERVISION RECEIVED:**

Works under the direction of the Community Services Director.

**SUPERVISORY RESPONSIBILITIES:**

This position is not a supervisory position.

**PHYSICAL DEMANDS:**



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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Required to sit, stand, and walk, use hands to manipulate, handle, or feel and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Must be able to stand and walk around for extended periods of time.
- Ability to function with temperature and weather variations.
- Frequent verbal communication; one-on-one and in small group settings.
- Pushing, pulling, bending, crouching or stretching ability adequate assist in the movement of equipment, tables, and chairs.
- Frequently performs lifting, pushing, and/or pulling up to 60 pounds.
- Occasionally required to push up to 100 pounds.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in a building setting in well-lighted temperature controlled environment.
- Subject to inside and outside environmental conditions.
- May be exposed to heights, loud noises, fumes, dust and other odors.
- This position will be required to work evenings and weekends.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position*

**Tanya Richardson**  
Community Services Director

Adopted: 01/05/2018  
Revised: 05/02/2018, 8/1/2020

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**