

**POSITION DESCRIPTION  
CITY OF NOBLESVILLE, INDIANA**

**POSITION:** (Part-time) Facility Monitor  
**DEPARTMENT:** Parks and Recreation  
**WORK SCHEDULE:** Varies  
**JOB CATEGORY:** COMOT (Clerical, Office Machine Operation, Technician)

**DATE WRITTEN:** September 2015                      **STATUS:** Part-time  
**DATE REVISED:** February 2020                      **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Facility Monitor for Parks and Recreation Department, responsible for a variety of general program and office support duties in addition to general custodial and maintenance functions.

**ESSENTIAL JOB FUNCTIONS:**

Assists in setting up arrangements for facility use; explains proper use of Noblesville Parks and Recreation facilities and equipment, and performs basic custodial duties.

Attends events and functions at the Noblesville Recreation Annex, the Forest Park Lodge, Forest Park Inn and Green Room to open and lock up the facility and monitor proper usage and maintenance of the facilities and equipment.

Monitors participants and renters for safety and well-being. Performs head-count every 30-60 minutes to ensure participants remain in assigned rentals.

Assists in inspecting general condition of facilities and equipment to help ensure participants safety. Reports safety concerns to direct supervisor.

Assists in customer service support; answering phones and assisting customers with program and facility information, with program registrations, facility reservations and collects money.

Drives a vehicle to perform job-related errands, such as picking up supplies.

Provides a high level of customer service to all renters, participants and visitors.

Acts as the point of contact for the Noblesville Parks and Recreation Department for rentals.

When working weekends at the Recreation Annex, performs routine security and safety checks around building.

**NON-ESSENTIAL JOB FUNCTIONS:**

Performs related duties as assigned by supervisor.

## **I. JOB REQUIREMENTS:**

High School Diploma or GED preferred.

Working knowledge of and ability to make practical application of City and OSHA safety policies and procedures.

Working knowledge of Microsoft Office, including Word, Excel, and Outlook.

Knowledge of registration and reservation software.

Ability to effectively communicate orally and in writing with co-workers, other City departments, other recreation organizations, program participants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of universal health precautions and City's Bloodborne Pathogens Control Plan and ability to apply such knowledge on the job to protect oneself from infection.

Working knowledge of Standard English grammar, spelling, and punctuation, and ability to prepare detailed reports and properly operate various office equipment, such as computer, printer, copier, calculator, and telephone.

Working knowledge of the *City of Noblesville Civilian Employee Personnel Policy Handbook* and the ability to apply these regulations/standards to employment.

Possession of or ability to obtain certifications in CPR and First Aid in a required time period.

Ability to work alone and with others in a team environment, work rapidly for long periods, and understand and follow written and oral instructions, with minimal supervision.

Ability to work on several tasks at one time and complete assignments effectively amidst frequent distractions and interruptions.

Ability to work evening and weekend hours.

Possession of a valid Indiana driver's license, a demonstrated safe driving record, and must remain insurable through the City of Noblesville's liability insurance carrier. (Refer to the Civilian Personnel Policy for additional information.)

## **II. DIFFICULTY OF WORK:**

Incumbent's duties are somewhat broad in scope, involving many variables and considerations. Incumbent performs according to well-defined policies and procedures and provides excellent customer service skills.

Incumbent receives general supervision and discusses with supervisor all programs, activities, facility spaces and equipment and unusual /unprecedented situations.

### **III. RESPONSIBILITY:**

Incumbent performs according to standard practice of the professional field. Incumbent receives general supervision and discusses with supervisor all programs, rentals and activities within the Noblesville Parks & Recreation facilities and unusual /unprecedented situations. Incumbent's work is reviewed primarily for attainment of facility objectives and effect on department goals and objectives.

### **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, other recreation organizations, program participants and the public for purposes of exchanging information, explaining/ interpreting policies and procedures, and coordinating facility activities.

Reports directly to the Recreation Program Coordinator – Facilities.

### **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in an environment where Noblesville Parks and Recreation is running programs/events/rentals and involves sitting and walking at will, lifting/ carrying objects weighing no more than 50 pounds, reaching, bending, handling/grasping objects, kneeling, hearing sounds/ communication, close/far vision and exposure to blood borne pathogens and other infectious materials. Incumbent regularly works evening and weekend hours.

Safety precautions must be followed at all times to avoid injury to self and others.

*This position is identified as having occupational exposure to blood or other potentially infectious materials.*