

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: BUILDING SUPERVISOR **JOB CODE:**
DEPARTMENT: PARKS AND RECREATION DEPARTMENT **DATE:** 2/13
REPORTS TO: VARIOUS

JOB SUMMARY:

Performs work in the general supervision of the Heights Community Center, provides exceptional customer service.

ESSENTIAL JOB FUNCTIONS:

Performs building supervision duties, which include accepting class registration, using computers, and cash handling.

Set up and take down for classes and public meetings.

Minor cleaning of rooms – pick up trash, sweep floors as needed.

Responsible for securing building at the end of day.

Maintains inventory of all supplies required to perform the duties of the position.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer, Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree in Business preferred.

Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Operator's License

CPR and First Aid certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Working with a diverse client base, knowledge of various computer software programs, and providing customer service.

Skill in:

Use of computers and working with people.

Mental and Physical Abilities to:

Read and comprehend instructions, correspondence and memos.

Use of Computer and telephones are required

Apply common sense understanding to carry out simple instructions.

While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.

Working Conditions:

The incumbent's working conditions are typically moderately quiet and indoors.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.