CITY OF LA PORTE
RECREATION CENTER RENTAL CARETAKER
JOB DESCRIPTION

FLSA CLASSIFICATION: Non-Exempt **PAY GRADE: PRC**

DEFINITION

To assist in the supervision of activities and functions conducted at the recreation centers. To provide assistance to individuals and groups leasing the centers including tours of facilities, set-up requirements, and other duties as needed.

SUPERVISION RECEIVED AND EXERCISED

Under the direct supervision of the Office Coordinator and Secretary.
Must check assignments through department secretary in charge of reservations.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

Weekly operations of recreation centers, rentals and tours.

Assist Lessee with any reasonable requests.

Report any incidents and/or accidents to the person "on call" immediately. Report any problems to immediate supervisor.

Responsible for weekly reports and mechanical checks on facility equipment.

Moving/Lifting equipment up to 50 pounds (ex: tables, chairs, etc).

Perform related duties as assigned.

PHYSICAL REQUIREMENTS

For indefinite periods of time - mobility within an office and field environment; exposure to extreme cold, heat, and temperature swings; writing; walking; twisting body; stooping; standing; squatting; sitting; seeing; cleaning; reading; decision making; lifting and carrying up to 50 pounds; reaching above shoulder level; using both hands for simple and firm grasping; clarity of hearing; communicating clearly and effectively, in person and by telephone; fine finger manipulation; operation of miscellaneous office and cleaning supplies; operation of a motor vehicle through city traffic.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, public relations and human relations.

Ability to:

Interpret and explain departmental policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Work a flexible schedule. Hours include evening and weekend work.

TRAINING AND EXPERIENCE

Some experience in dealing with the public in a direct capacity and a High School Diploma or GED.

LICENSES AND CERTIFICATES

Possession of a valid Texas Drivers' License.

The City of La Porte is an Equal Opportunity Employer of Qualified Individuals

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(Circle One)

I have read the job description above and can perform the job duties **with** **without** any reasonable accommodation.

Witness: Supervisor's Signature	Date	Employee's Signature	Date