

**CITY OF REDWOOD CITY  
BUILDING ATTENDANT I  
BUILDING ATTENDANT II  
BUILDING ATTENDANT III**

**DEFINITION**

To assist with classroom set up and breakdowns; and to perform minor cleaning and light facility up-keep.

**DISTINGUISHING CHARACTERISTICS**

**Building Attendant I** – This is the entry level class in the Building Attendant series. Incumbents in this class work under close supervision. As experience is gained, there is more independence of action, under established guidelines.

**Building Attendant II** – This is the journey level class in the Building Attendant series. Incumbents are expected to work independently in the absence of close supervision. The Building Attendant II is distinguished from the Building Attendant I is expected to perform light facility up-keep duties in addition to minor cleaning.

**Building Attendant III** - The Building Attendant III is the advanced journey level class in the Building Attendant series. This class is distinguished from the Building Attendant II in that the incumbents are expected to perform more complex cleaning and up-keep work in addition.

**SUPERVISION RECEIVED AND EXERCISED**

**Building Attendant I** – Receives functional and technical supervision from the Facility Aide and general supervision from higher level department personnel.

**Building Attendant II** - Receives functional and technical supervision from the Facility Aide. Receives general supervision from higher level department personnel.

**Building Attendant III** - Provides functional and technical supervision to gym and teen center staff. Receives functional and technical supervision from the Facility Aide. Receives general supervision from higher level department personnel.

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**EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

**Building Attendant I**

Set up rooms for use by patrons.

Lock and unlock facility doors; secure buildings.

Answer phones and assist the public by responding to questions regarding scheduled Center activities.

Update attendance sheets, tally sheets and deposit return sheets

Perform minor cleaning as needed including: restroom cleaning, mopping, dusting, garbage removal.

Perform related duties as assigned.

**Building Attendant II** – In addition to the duties of Building Attendant I:

Assist with processing class registration

Perform minor up-keep of buildings, including: replacing light bulbs and fixing broken items.

Perform related duties as assigned.

**Building Attendant III** – In addition to the duties of Building Attendant II:

Perform light cleaning requiring use of power cleaners.

Perform minor maintenance of facilities and equipment, including repairs to machines.

Process orders.

Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Custodial and maintenance procedures and practices.

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Safe work practices.

**Ability to:**

Work independently in the absence of supervision.

Communicate effectively both orally and in writing.

Follow oral and written directions.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

Operate modern office equipment including computer equipment.

**Skill to:**

Provide technical supervision of subordinate staff (Building Attendant I and Building Attendant II.)

**Experience and Education:**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Building Attendant I**

**Experience:**

No experience necessary.

**Education:**

Equivalent to completion of the eighth grade.

**Building Attendant II**

*In addition to the qualifications for Building Attendant I:*

**Experience:**

At least one year of experience as a Building Attendant I, or equivalent.

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**Building Attendant III**

*In addition to the qualifications for Building Attendant II:*

**Experience:**

At least one year of experience as a Building Attendant II, or equivalent.

**License or Certificates:**

Ability to obtain CPR-AED certification within six months of employment.

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

**Effective Date:** January 14, 2008

**Bargaining Group:** Service Employees' International Union - Local 521