

**Town of Natick
Job Description**

Position Title:	Building Monitor (II) Ree	PT Grade Level:	2
Department:	Community Services	Reports to:	Community Services Assistant Director Resource Allocation

Statement of Duties: This is a part-~~time~~ hourly paid, non-benefits eligible position. This position is under the supervision of the ~~Community Services~~ Assistant Director Resource Allocation and the position is to ensure proper utilization of the ~~Community-Senior Center~~ Services Department's Buildings, Parks & Fields by groups during the evening and weekend (non-business) hours. The Building Monitor is to remain in attendance at all times during renters events. Most tasks involve preparing and/or securing the facility during scheduled meetings/events.

Supervision Required: Incumbent generally works independently and is responsible for contacting appropriate personnel when problems arise. ~~Director~~ Assistant Director of Resource Allocation is responsible for providing operational guidelines and responding to questions.

Supervisory Responsibility: None

Accountability: Errors and omissions in work could result in poor employee morale, monetary loss, missed deadlines, and legal repercussions.

Judgment: Well-defined or detailed rules, instructions, and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, protocols, procedures, regulations or guidelines to apply to each situation.

Work Environment: Work in this class is primarily sedentary. There is an of amount sitting, talking, standing, and stooping but no special physical demands. There are normal interruptions, such as the telephone or persons visiting the office.

Nature and Purpose of Contacts: Most contacts are with meeting/event participants and the public who may enter the facility, for the purpose of answering questions about the scheduled event.

Occupational Risks: In general the duties of this position do not present occupational risk to the employee provided.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Timely opening and closing of the Community-Service ~~Center~~ facility, ensuring that is secured properly and remaining on site when it is in use.

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- Enforcement of the rules and regulations pertaining to the appropriate use of the facility and parking areas.
- Closing and securing the building after use.
- Notifying appropriate maintenance staff of any problems and contact your supervisor of the details of any problems.
- Maintaining a record of hours worked and submitting report to director on a weekly basis.
- ~~Responding to any concerns of the Community Services Director regarding the use of the Community Service Center by rental groups.~~
- Provide audio-visual and athletic equipment for facility renters. The showing of renters on how to use audiovisual equipment is required with the new responsibility.
- Oversee specific program areas where Community Services Department sponsored activities are conducted in specific situations.
- Provides room set-up as needed along with some room clean-up work including emptying of trash at the end of the night.
- ~~Allows night and weekend leaning services contractors into specific rooms for maintenance purposes as needed.~~

FACTORS

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- Must be a high school graduate or equivalent.
- A minimum of two years of general office experience or equivalent skills.

Special Requirements:

Knowledge Skills, and Abilities

- Ability to function semi-Independently, referring difficult problems to supervisor or contact person.
- Ability to interact with the public.

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- Ability to receive, understand and follow oral and written instructions.
- Skill in using tact in dealing with others.
- Ability to learn and navigate database system.

Physical and Mental Requirements:

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 position's essential functions.

- Ability to lift/push up to 50 pounds.

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