

RESOLUTION NO. 55/2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE MADERA
APPROVING THE POSITION CLASSIFICATION AND JOB DESCRIPTION OF FACILITY
ATTENDANT II, ESTABLISHING A SALARY RANGE FOR THE NEW POSITION AND
AMENDING COMPENSATION SCHEDULE B – PROFESSIONAL/TECHNICAL EMPLOYEES OF
THE CONFIDENTIAL, PROFESSIONAL/TECHNICAL AND MID-MANAGEMENT EMPLOYEES**

WHEREAS, a classification plan is considered a foundation for a sound personnel management system; and

WHEREAS, it is necessary to create position classifications to identify job responsibilities assigned and experience required; and

WHEREAS, on September 16, 1997, the Town Council accepted, and on October 21, 1997, the Town Council adopted the present Classification Plan, as since amended, and the present Classification Specifications/Job Descriptions, as since amended; and

WHEREAS, it is necessary to (1) Approve the Position Classification and Job Description of Facility Attendant II and designate this position as a Full Time Employee; and (2) Establish a salary range for the new position in Compensation Schedule B – Professional/Technical Employees.

NOW, THEREFORE BE IT RESOLVED, that the Town Council does hereby approve the Position Classification and Job Description of Facility Attendant II attached hereto as Exhibit A and incorporated herein by reference as though fully set forth; and

IT IS FURTHER RESOLVED, that the Town Council does hereby establish the salary range for the new position of Facility Attendant II at \$4,963 to \$6,032 per month as shown in Amended Compensation Schedule B – Professional/Technical Employees attached hereto as Exhibit B, and incorporated herein by reference as though fully set forth.

I hereby certify that the foregoing is a full, true and correct copy of Resolution No. 55/2021 duly passed and adopted by the Town Council of the Town of Corte Madera, at a meeting thereof duly held on the 7th day of December, 2021, by the following vote:

AYES: Councilmembers: Beckman, Casissa, Lee, Mongan, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -

APPROVED:



Fred Casissa, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

**TOWN OF CORTE MADERA
RECREATION FACILITY ATTENDANT II**

DEFINITION

Performs a wide variety of semi-skilled and skilled duties related to the support of Town programs, events, and activities for the community as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the Community Center and the parks.

DISTINGUISHING CHARACTERISTICS

This is a lead worker classification in the Facility Attendant series; incumbents are responsible for providing custodial and operational support to facilities (both indoor and park rental spaces), events, classes and programs. After working under immediate supervision, incumbents are expected to work independently and exercise judgement and initiative. Positions at this level receive only occasional instruction or assistance as new and/or unusual situations arise and are fully aware of the operating procedures and policies of the department and classification.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from higher-level supervisory staff and direction from higher-level staff.
- May exercise technical and functional supervision over Facility Attendant I staff, seasonal and/or part time workers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(Depending on assignment, may include but are not limited to, the following)

- Operational support for events, classes and programs, including set up and take down of tables, chairs, equipment and supplies. Trouble shoot any A/V and set up issues during events;
- Custodial and cleaning including but not limited to, sanitization of high-touch surfaces, cleaning, sweeping, vacuuming, mopping, cleaning furniture, woodwork, fixtures, doors, windows, walkways, driveways and other facility grounds;
- Inspects facilities and equipment, reports issues in a timely manner to appropriate higher level staff;
- Interact with instructors, clients and the general public. Receives and responds to questions, concerns and complaints from patrons; determines issues and resolves or refers them to a higher authority;
- Ability to communicate effectively orally and in writing in English; Bilingual in Spanish is desired.
- Open and secure facility before building use and shut down and lock up after building use in accordance with policies and procedures;
- Monitor facility, park and picnic rentals for proper usage and adherence to the rules, policies and procedures;
- Participates in required training sessions, including safety drills and/or other emergency procedures; performs all work in a safe manner; assists with Town special events as needed;
- Responds and performs assigned work as a designated Disaster Service Worker in accordance with California State law during natural and man-made disasters and other emergencies;
- Performs other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in the maintenance of buildings and grounds.
- Principles and practices of custodial and facility operations.
- Safety practices and equipment related to the work.
- Principles and practices of customer services, techniques for providing a high level of customer service.
- Principles and practices of modern personnel supervision.

Skill and Ability To:

- Use, operate and maintain a variety of custodial, cleaning equipment and materials.
- Use, operate and maintain, audio-visual equipment, lighting and furnishings.
- Follow Town policies and procedures related to assigned duties.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Perform work as directed in an efficient, effective, safe and timely manner.
- Respond appropriately to changing situations.
- Administer first aid, CPR and AED as needed.
- Demonstrate strong customer service skills and establish maintain and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone and in writing.
- Serve as a Disaster Service Worker as needed in emergencies per California State law.

Experience and Training Guidelines:

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

Education/Training:

- High School Diploma or equivalent
- Two years of experience performing custodial, maintenance and equipment operation duties desirable.
- 1 or more years of experience in a lead or supervisory capacity is desirable.

License or Certification:

- Possession of, or ability to obtain, valid certificates for Cardiopulmonary Resuscitation (CPR) Certificate, First Aid, and Automated External Defibrillator (AED) as issued by an organization such as the American Red Cross. Certificates must be obtained within two months of appointment and maintained for the duration of employment.
- Possession of a valid California class C driver license upon appointment.

Pre-Employment Conditions:

- Department of Justice criminal history fingerprint clearance.
- Background check.
- Medical screening and drug testing clearance.

PHYSICAL WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- Must possess mobility, strength and stamina to perform physical work for extended periods of time.

- Operate a wide variety of cleaning tools and equipment. Finger dexterity needed to operate tools and equipment.
- Work activities may require standing, walking on uneven and slippery surfaces, using ladders, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, climbing, grasping and making repetitive hand movement in the performance of daily duties.
- Work may be performed in both indoors and outdoors environment with exposure to dust and/or other allergens, odors, noise, weather, uneven surfaces and terrain and confining workspaces.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Acute hearing is required when providing phone and personal service.
- Incumbents must possess the ability to lift, carry, push and pull materials and objects weighing up to fifty (50) pounds or heavier weights with assistance and/or the use of proper equipment.
- Incumbents work both in indoor and outdoor environments with moderate to loud noise levels, wet and/or slippery conditions, chemicals, mechanical and/or electrical hazards. May work in controlled and uncontrolled temperature conditions, cold and hot temperatures or inclement weather conditions.
- Must be able to travel to different work sites and locations.
- Must be able to work flexible hours and may be assigned irregular work hours including early mornings, late evenings, weekends and holidays.

Effective Date: 12/7/2021

Council Approval: Resolution No. 55/2021

EXHIBIT B

COMPENSATION SCHEDULE B- PROFESSIONAL/ TECHNICAL EMPLOYEES

Salary Range Effective July 12, 2021

Position	Range	Steps	Min	2	Midpoint	4	Max
Administrative Analyst - A	monthly		6,456	6,779	7,118	7,474	7,847
	hourly		37.24	39.11	41.06	43.12	45.27
Administrative Analyst - B	monthly		6,713	7,048	7,401	7,771	8,159
	hourly		38.73	40.66	42.70	44.83	47.07
Permit Technician	monthly		6,236	6,548	6,875	7,219	7,580
	hourly		35.98	37.78	39.67	41.65	43.73
Customer Service Representative	monthly		5,281	5,546	5,823	6,114	6,420
	hourly		30.47	31.99	33.59	35.27	37.04
Facility Attendant II	monthly		4,963	5,210	5,470	5,744	6,032
	hourly		28.63	30.06	31.56	33.14	34.80

Salary Range Effective July 11, 2022

Administrative Analyst - A	monthly		6,649	6,982	7,331	7,698	8,082
	hourly		38.36	40.28	42.30	44.41	46.63
Administrative Analyst - B	monthly		6,914	7,260	7,623	8,004	8,404
	hourly		39.89	41.88	43.98	46.18	48.49
Permit Technician	monthly		6,423	6,745	7,082	7,436	7,808
	hourly		37.06	38.91	40.86	42.90	45.04
Customer Service Representative	monthly		5,440	5,712	5,998	6,297	6,612
	hourly		31.38	32.95	34.60	36.33	38.15
Facility Attendant II	monthly		5,112	5,366	5,635	5,916	6,212
	hourly		29.49	30.96	32.51	34.13	35.84

Salary Range Effective July 10, 2023

Administrative Analyst - A	monthly		6,849	7,192	7,551	7,929	8,325
	hourly		39.51	41.49	43.56	45.74	48.03
Administrative Analyst - B	monthly		7,121	7,478	7,851	8,244	8,656
	hourly		41.09	43.14	45.30	47.56	49.94
Permit Technician	monthly		6,616	6,947	7,294	7,659	8,042
	hourly		38.17	40.08	42.08	44.19	46.40
Customer Service Representative	monthly		5,603	5,883	6,177	6,486	6,811

		hourly	32.33	33.94	35.64	37.42	39.29
Facility Attendant II		monthly	5,264	5,528	5,803	6,094	6,399
		hourly	30.37	31.89	33.48	35.16	36.92

* Effective March 25, 2019, Administrative Analyst B will receive a pay increase of 5% for performing additional duties associated with the Town assuming responsibility for administrative duties for the Central Marin Fire Authority. Central Marin Fire Authority will pay the Town for these services. The additional 5% is included in the salary above and will be in effect for as long as the position is responsible for Central Marin Fire Authority functions.