

RESOLUTION NO. 56/2021

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CORTE
MADERA AMENDING COMPENSATION SCHEDULE FOR PART TIME
HOURLY EMPLOYEES OF THE TOWN OF CORTE MADERA EFFECTIVE
DECEMBER 7, 2021 TO INCLUDE CLASSIFICATION, JOB DESCRIPTION AND PAY
SCALE FOR NEW POSITION TITLED FACILITY ATTENDANT I**

WHEREAS, the Town of Corte Madera employs individuals in a part time capacity to perform ongoing work functions; and

WHEREAS, the term "part time capacity" identifies individuals who are typically employed with the Town on an hourly basis for an annual average of less than thirty hours per week; and

WHEREAS, the duties and responsibilities of part time employees are monitored by department managers, and further, that compensation is based on specific hours worked as recorded by employees on bi-weekly time sheets and approved by department managers;

NOW, THEREFORE, IT IS HEREBY RESOLVED, that the compensation schedule for Part Time Hourly Employees is amended to include the classification, job description and pay scale for new position titles Facility Attendant I (as set forth in Exhibit A) and that the following hourly pay rates are set effective December 7, 2021:

Recreation Aide	\$13.00 to \$15.00
Recreation Assistant	\$16.00 to \$30.00
Accounting Technician	\$35.00 to \$45.00
Code Enforcement Officer	\$29.00 to \$35.00
Student Intern	\$18.00 to \$25.00
Facility Attendant I	\$16.00 to \$22.00 effective December 7, 2021

BE IT FURTHER RESOLVED, that:

- Initial placement on an hourly pay range as well as periodic increases within the range are made at the discretion of the department manager and in consideration of an individual's knowledge and skills, prior work experience and job performance in the current position;
- Pursuant to State law, employees are entitled to accrue one hour of sick leave, paid at the employee's hourly wage, for every 30 hours worked. Employees are entitled to accrue sick leave if they work more than 30 days within a year from the commencement of their employment, and are entitled to begin using sick leave after 90 days of employment. Use of sick leave is limited to 3 work days, or 24 hours, in a calendar year.
- Positions in this classification are not eligible for paid Town holidays;
- Positions in this classification are not eligible for paid accrued vacation leave or floating holidays;
- Positions in this classification are not eligible for Town paid employee health insurance benefits including but not limited to medical, dental, vision, life and long term disability insurance;

- Positions in this classification are eligible for Social Security contributions as required by law but are not eligible for membership in the Public Employees Retirement System (PERS) unless provided for by PERS membership requirements.

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly and regularly adopted by the Town of Corte Madera of Marin County at a regular meeting thereof held on December 7, 2021 to wit:

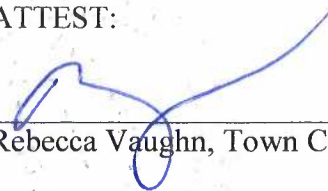
AYES: Councilmembers: Beckman, Casissa, Lee, Mongan, Ravasio
NOES: Councilmembers: - None -
ABSENT: Councilmembers: - None -

APPROVED:



Fred Casissa, Mayor

ATTEST:



Rebecca Vaughn, Town Clerk

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

DEFINITION

Performs a wide variety of 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.

This class is an "at will" class. Persons occupying this class can be discharged without cause.

DISTINGUISHING CHARACTERISTICS

This is a journey-level 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. 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.

This classification is distinguished from the Facility Attendant II in that the latter is responsible for providing custodial and operation support in a lead capacity when assigned.

SUPERVISION RECEIVED AND EXERCISED

- Receives general supervision from higher-level supervisory staff and direction from higher-level staff.
- Exercises no supervision over staff.

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.

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.
- Perform minor maintenance duties.
- 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

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.
- Work Permit, if applicable.

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 environments 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. 56/2021