

**Tuscaloosa County Park and Recreation Authority**  
**Job Description**

**Job Title:** Activity Center Set Up Crew  
**Department:** Center Operations  
**Reports To:** Activity Center Manager  
**FLSA Status:** Hourly (Non-exempt)  
**Job Level:** Level 5 (\$8.00 per hour to \$9.60 per hour)  
**Prepared By:** Ronnie Stith  
**Prepared Date:** December 9, 2005  
**Approved By:** Don Kelly, Director  
**Approved Date:** August 8, 2008

**SUMMARY**

This job consists of keeping the buildings in a clean and orderly condition by performing the following duties. Setting up rooms for reservations as well as taking down reservations for clean up. The job requires the lifting and moving of tables, chairs, bleachers, and equipment. One must be able to move/lift 50 lbs. on a regular basis and climb a ladder to heights of 20 feet or more. Some experience of building maintenance is preferred. Valid Picture Identification is required as well as reliable transportation from building to building since job duties cover numerous job sites. Crew member must be able to work days, nights, evenings, weekends and Holidays as needed. Work hours will vary depending upon activity center needs based upon rentals, programs, activities and special events and is not limited to one site/center.

**ESSENTIAL FUNCTIONS**

Sets up and arrange tables, chairs, bleachers and equipment as required for reservations.

Check daily RecTrac schedule and organize work routine to accommodate facility schedule for both center operation responsibilities and other PARA division programs, activities and events.

Coordinates and communicates with activity center manager, office manager and control desk staff to ensure all scheduled rentals, programs, activities and events are arranged and set up for use as necessary.

Crew member must perform basic, routine janitorial and maintenance functions on a daily basis as needed to provide for a clean, neat and safe environment. Responsibilities include but are not limited to the following duties:

Spot clean the following areas: rooms, hallways, lobbies, restrooms, corridors and other work areas.

Crew member will sweep and spot clean all floors and maintains cleanliness during normal operating hours.

Crew member will sweep patio for those centers having a patio area and outdoor furniture.

Crew member will vacuum rugs, carpets, upholstered furniture and draperies.

Crew member will dust furniture and equipment. Polishes metal work.

Crew member will wash walls, ceilings, woodwork, windows, door panels and sills.

Crew member will empty wastebaskets and cleans immediate area around all facilities.

Crew member will transport trash and waste to disposal area.

Replenishes bathroom supplies and keeps adequate stock on site.

Crew member does minor repairs such as replace light bulbs.

Crew member will maintain a clean exterior in area immediately adjacent to facility as needed.

Crew member will transport small equipment or tools between departments.

Keeps an accurate inventory of all cleaning supplies in stock and turns in a written request for supplies as needed.

Crew member will turn in a daily report of all facilities that have been cleaned, and any repairs that need to be made. Crew member will report any major problems immediately.

Adhere to all policies and procedures as established in P.A.R.A.'s Employee Handbook and Administrative Handbook.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Crew member must be able to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Crew member must be able to write routine reports and correspondence and be able to communicate effectively with co-workers and the public.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply and divide in basic measure.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Crew member must be able to deal with problems involving a few concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Crew member must have a current Alabama Drivers License and excellent driving record.

## **PHYSICAL DEMANDS**

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, climb or balance. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Crew member must be able to climb a ladder to heights of 20 feet or more. Specific vision abilities required by this job include close vision, distance vision and depth perception.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**P.A.R.A. is proud to be a "Drug Free Work Place".**

All Employees are subject to random drug screens.