

Facilities Ranger

Purpose Statement

The job of Facilities Ranger is done for the purpose of providing customer service to community education facility rental customers.

Essential Functions

- Provide customer service to rental customers by opening and closing facilities as scheduled,
- Cleans assigned school facilities, as may be required (e.g. classrooms, restrooms, multipurpose rooms, and gyms) for the purpose of maintaining a sanitary, safe and attractive environment.
- Reports immediate safety and/or operational concerns (e.g. facility damage, injured patrons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning environment.
- Inspects school and field facilities for the purpose of ensuring that the site meets district standards for safety and clean lines, sand/or identifying vandalism, equipment breakage, weather damage, etc.
- Prepares documentation for the purpose of proving written support and/or conveying information; including field/facility survey for groups using school facilities.
- Monitors scheduled activities and identifies groups/organizations without permits
- Responds to inquiries from staff and /or the public for the purpose of providing information and/ or directions as requested.
- Communicates and enforces District policies with all patrons (e.g. No smoking, drugs, alcohol, weapons, etc.) for the purpose of ensuring their understanding and the potential consequences of violation.
- Monitors proper parking by attending groups.
- Assists community law enforcement and security personnel for the purpose of supporting them in the completion of their work activities within the school environment.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements

Mental Requirements

Learning Development- Level C Sufficient to read and write technical instruction, understand standardized methods, operate specialized and varied equipment, perform standard mathematical applications. Learning development involves the equivalent of some technical or vocational training beyond high school, often resulting in a certification.

Problem Solving - Level 1 Work situations are routine and regularly recurring, requiring attention and concentration, but limited discretion, consideration, and planning to adequately respond and carry out work activities.

Physical Requirements

Physical Skill - Level A Basic level of learned physical skill is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.

Physical Effort - Level 2 Job requires light physical effort as a part of regular work routine, such as frequent standing and walking; frequent lifting, guiding, and/or carrying of light-weight materials or equipment; occasional periods of sustained effort.

Social Requirements

Human Relations Skill- Level A Job requires ordinary conversational skills and courtesy to exchange Routine information, provide routine assistance, and/or help maintain harmony among work associates.

Scope of Contacts - Level 2 Interpersonal contacts extend to peers in other work groups, or to clients/customers who speak the language, either within or outside the organization. Interactions with higher levels of authority beyond immediate supervisor must be conducted on an intermittent basis.

Work Environment

Performance Environment - Level A Changes in environments, work pressure, disturbances of work flow, and irregularities in work schedule are infrequent.

Physical Working Conditions - Level 2 Somewhat disagreeable conditions. Work may be performed in cramped or awkward positions. occasional exposure to safety hazards, disease, or contamination results in chance for lost-time accidents. Occasional exposure to noise, temperature extremes, etc

Accountability

Level of Accountability -Level B Responsible for producing journey-level work output on an independent basis subject to supervisory direction and review.

Organizational Impact - Level 1 Work results impact the immediate work section with little effect beyond. Responsible for results or services that facilitate the work of others in a specific work group.

Experience, Education, and Certifications

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Certifications/Clearances: Must possess a valid Arizona DPS Level One IVP Fingerprint Clearance Card while employed. Valid Driver's License & Evidence of Insurability.

Compensation Details

FLSA Status: Non Exempt

Pay Schedule: Hourly - Grade 111

Work Calendar: Support 12 Month Long