

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 005315
Grade 6**

BUILDING ATTENDANT

DEFINITION OF CLASS:

This is routine work of a repetitious nature concerned with safeguarding public buildings and/or equipment. Contacts are with the immediate supervisor and the public to receive and provide information. Public service or assistance is limited and does not involve one-on-one assistance.

An employee in this class is responsible for opening buildings for public use and for securing buildings and guarding against loss of property due to fire, theft, vandalism or acts of nature. Work is independently performed usually during County Government non-working hours and accomplished by receiving and sending telephone messages and conducting regular inspections. Work is reviewed for the extent to which security of buildings and equipment is maintained. The employee performs work in strict accord with established procedures which are both explained to the employee and provided in writing; some discretion is provided the employee in reporting irregularities to proper authorities. The work performed is straightforward and involves minimal choice. Work effort contributes to the ability of the public to gain access to and use County facilities for various purposes. Generally, work is performed indoors and involves limited exposure to hazards. Work requires frequent periods of walking and occasionally light custodial work such as, sweeping and mopping floors or emptying trash cans.

EXAMPLES OF DUTIES: (Illustrative Only)

- Makes physical checks of buildings, parking lots and equipment and reports on irregularities.
- Opens facilities for approved users and secures facilities when users are finished. Turns lights on and off as required and locks and opens doors and gates at prescribed times.
- Performs incidental custodial work to maintain working area in clean condition.
- Receives, records, and transmits phone messages.
- May operate a two-way radio.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skill in receiving, recording and transmitting phone messages.
- Ability to understand and carry out verbal and written instructions.
- Ability to exercise alertness and judgment to detect and report probable danger of either damage or loss to buildings and equipment.
- Ability to perform the most basic custodial tasks such as sweeping and emptying of small waste cans.
- Ability to work nights, weekends and holidays.

MINIMUM QUALIFICATIONS:

Experience: No previous job related experience required.

Education: Ability to read and write in English when required for job related duties.

Equivalency: None.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed to this class will be required to serve a probationary period of six (6) months, during which time performance will be carefully evaluated. Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Core Exam.

Class Established: March, 1966

Revised: September, 1967

November, 1970

August, 1976

December, 1984

May, 1991 (M)

August, 2013