

**CLAYMONT COMMUNITY CENTER  
POSITION DESCRIPTION**

**POSITION TITLE:** Building Support Specialist  
**DEPARTMENT:** Facilities  
**REPORTS TO:** Facilities Manager  
**FLSA STATUS:** Non-exempt

**ORIGINAL DATE:** 12/01/18  
**REVISED DATE:**

**SUMMARY:**

Building Support Specialist provides overall support and property security to building and grounds. This is a part-time evening/weekend position.

**RESPONSIBILITIES:**

- Opens and closes facility.
- Greets staff, customers, clients and guests.
- Patrols buildings and grounds and records property damage, maintenance or janitorial deficiencies, fire hazards, leaks, unusual occurrences or malfunctioning machinery or equipment observed. Notifies Facilities Manager of issues and needed repairs.
- Cleans snow and debris from sidewalk when necessary.
- Assist with removing office and kitchen trash and garbage containers, if requested.
- Assists in set-up of facility conference rooms.
- Warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles, and notifies manager.
- Cautions tenants regarding complaints about excessive noise, disorderly conduct, or misuse of property or safety hazards not being addressed.
- Completes assigned work orders accurately and on time.
- Sounds alarm or calls police or fire department by telephone in case of fire or presence of unauthorized persons. Permits authorized persons to enter property and assists in securing building. Notifies management of any potential security or safety issues.
- Required to meet the standards set-forth in the Code of Ethics and act in accordance with Claymont Community Center's guidelines and policies.
- Perform other related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

**EDUCATION REQUIREMENTS:** The minimum level of formal education that is required to perform this job satisfactorily.

- High School Diploma or GED.
- 1-2 years related experience and/or training.
- CDL Class B driver's license preferred but not required

**TRAINING, SKILLS, KNOWLEDGE, AND/OR EXPERIENCE:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to speak effectively with tenants, employees and guests of the organization.
- Ability to apply concepts of basic algebra and geometry.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Able to work in a fast paced, extremely busy environment where the duties require flexibility and handling multiple priorities at one time.

**PHYSICAL REQUIREMENTS:**

- Ability to regularly sit, stand, walk, talk and hear. Frequently required to use hands to handle or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl.
- Ability to frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Able to use close, distance, color, peripheral vision; have depth perception and able to adjust focus.
- Occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold, risk of electrical shock; and vibration.
- May be exposed to unusually loud work environment.