STATE OF NEVADA  
Department of Administration  
Division of Human Resource Management

CLASS SPECIFICATION

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<th>GRADE</th>
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<td>FACILITY ATTENDANT</td>
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Under general supervision, Facility Attendants walk around assigned buildings and grounds; check doors, windows and alarm systems to ensure security; check buildings for water leaks, clogged drains, system malfunctions, and take appropriate action according to security procedures; turn lights on and off, check for signs of fire, vandalism or prowlers and report unusual occurrences to supervisor; and prepare routine reports of all activities.

On a university campus, check visitors in and out of residential buildings; monitor behavior of students and guests; write incident reports and notify campus police, if appropriate, according to security policies and procedures.

Pick up trash or debris that present a safety hazard; assist in snow removal and moving furniture and equipment as required.

Perform related duties as assigned.

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MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

* Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions, must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

* Assigned hours may include shift work, extended hours, weekends and holidays.

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and six months of experience involving public contact. (See Special Requirement and Informational Note)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Ability to: write incident reports using correct English usage, spelling and vocabulary; follow oral and written instructions; effectively interact with building residents and patrons; act quickly in emergency situations; operate standard fire extinguishing equipment; and perform physical tasks requiring moderate strength.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: security emergency policies and procedures; assigned buildings and grounds.
This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

9.637

ESTABLISHED: 1/1/61
REVISED: 10/25/85-3
REVISED: 7/1/91P
11/29/90PC
REVISED: 6/25/04PC
REVISED: 10/1/04PC
REVISED: 4/11/14PC