



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
FACILITY ATTENDANT	21	H	9.637

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.

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

9.637

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