



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## LODGING ASSISTANT II

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 33 <b>Job #:</b> SA10
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### JOB SUMMARY

This is the journey level position performing Lodging Assistant II job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** None

### JOB DUTIES

1. Provides customer service for inspection trips, special functions and tours for the Board of Directors, member agencies, and others. Secures and maintains inventory of equipment, materials, and supplies.
2. Performs set up and breakdown of equipment and furniture for meetings, special events, workshops, and trainings.
3. Receives meals and lodging requests, assigns rooms, creates and delivers room access cards.
4. Performs custodial and housekeeping duties which may include making beds, cleaning rooms and halls, dusting, stripping and waxing floors, vacuuming and shampooing carpets and furniture.
5. Orders supplies and equipment in support of lodging.

6. Performs general maintenance work which may include door lock configurations, minor electrical, basic carpentry, painting, and plumbing.
7. Performs landscaping and operates related equipment.
8. Performs other related Lodging Assistant job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test (GED) and four years of relevant experience.

**Required Knowledge of:** Basic carpentry, painting and plumbing; and current office technology and equipment.

**Required Skills and Abilities to:** Demonstrate proficiency in basic general maintenance; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

### **CERTIFICATIONS, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position may be required to obtain and maintain the following certifications, licensing and registrations:

#### **Certificates**

- May require forklift certification

#### **Licenses**

- Valid California Class C Driver License or its equivalent that allows you to drive in the course of your employment

#### **Registrations**

- None

### **PHYSICAL DEMANDS, WORK ENVIRONMENT AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Job Title: Lodging Assistant II

Job Code: SA10

Adopted: 03/11/13

Revised:

Supercedes:

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**Work Environment:** The work involves moderate risks or discomforts that require special safety precautions, e.g., working around moving parts, carts, or machines, or irritant chemicals; etc. Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

**Vision Requirements:** No special vision requirements.