



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

LODGING ASSISTANT I

Group-Section: Water System Operations Group	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 29 Job #: SA09
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JOB SUMMARY

This is the intermediate level position performing Lodging Assistant I job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level apply basic skills while developing specialized skills in procedures, operations, techniques, tools, materials and equipment appropriate to area of specialization. Established procedures for doing the work and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application, and in making minor deviations to adapt the guidelines in specific cases. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred. The work consists of duties that involve related steps, processes, or methods. The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope.

OVERSIGHT

Supervision Received: The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Supervision Given: None

JOB DUTIES

1. Receives meals and lodging requests, assigns rooms, creates and delivers room access cards.
2. 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.
3. Orders supplies and equipment in support of lodging.
4. Performs general maintenance work which may include door lock configurations, minor electrical, basic carpentry, painting, and plumbing.
5. Performs landscaping and operates related equipment.

6. Provides support for inspection trips, special functions and tours for the Board of Directors, member agencies, and others. May secure and maintain inventory of equipment, materials, and supplies.
7. May perform set up and breakdown of equipment and furniture for meetings, special events, workshops and trainings.
8. May train as required.
9. 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 two years of relevant experience.

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

Required Skills and Abilities to: Demonstrate basic general maintenance; 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

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Job Code: SA09

Adopted: 03/11/13

Revised:

Supercedes:

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above-average agility and dexterity.

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.