

CITY ATTENDANT

Duties and Responsibilities

Under close supervision, performs simple routine work consisting of minor tasks of a varied nature necessary to the operations, facilities, and services of City departments; performs related work.

Examples of Typical Tasks

Gives information to the public, and delivers messages, papers, packages and small supplies. May act as relief receptionist or doorperson, or as checkroom attendant.

May be responsible for the disposition or use of minor amounts of City property, such as cleaning materials, locker keys, or other items of small unit value.

May collect small fees for use of City property. May act as a parking assistant or parking fee collector in a City parking lot. May act as a rental attendant in the provision of towels and swimming or sports equipment to the public, or in registering entrants to public playing courts or courses.

Occasionally, in emergencies, or when on a night shift, may answer switchboard or operate an elevator when required.

Washes woodwork and walls, sweeps and mops floors, and may sweep outside walks and pick up papers and refuse. May open and close public buildings daily, turning lights on and off, checking doors and windows for security, and replacing electric light bulbs and fuses. May set out refuse for sanitation collection.

In a welfare shelter, may assign transient lodgers to beds, regulate meal lines, conduct the receiving desk, clean and maintain the premises, and perform tasks in providing services to recipients of shelter aid.

May clean or patrol public buildings, property, and structures or assigned areas thereof, performing maintenance duties to keep order and cleanliness.

Performs incidental minor clerical work.

Qualification Requirements

1. There are no formal educational or experience requirements for this position.
2. There are certain medical and physical requirements.

Lines of Promotion

In accordance with Section 52.14 of the Civil Service Law, employees in this Labor Class title may be eligible to take promotion examinations as determined to be appropriate.