

# CITY OF BURLINGTON

## JOB DESCRIPTION

**JOB TITLE:** FACILITY MONITOR  
**DEPARTMENT:** Parks & Recreation  
**CLASSIFICATION:** FLSA Non-exempt, Non-union position  
**LAST UPDATED:** January 1, 2010  
**REPORTS TO:** Parks & Recreation Director  
**HOURS PER WEEK:** Varies. Part-Time/On-Call Position  
**WAGE RANGE:** \$12.00 per hour

### SUMMARY:

Monitor functions taking place at rental facilities throughout the Park system. Interpret rules and regulations to the rental party when needed. Insure all rules and regulations are complied with.

### ESSENTIAL FUNCTIONS:

- Picks up monitor packet from Parks & Recreation business office one working day prior to function.
- Reviews monitor packet prior to event to become familiar with event contact person and the nature of the event.
- Acts as liaison between sponsor and City if problems arise.
- Randomly walks the grounds checking for inappropriate activity.
- Completes monitor forms during or near the end of the event and turns in to the Parks & Recreation business office by the next working day.
- Retrieve key from sponsoring party and turns key in with monitor packet.
- Monitor has the power to shut down the event if the party is unwilling or unable to comply with the rules and regulations.
- Monitor must make sure all permits for the events are in order and displayed by the sponsoring party.

### PERIPHERAL FUNCTIONS

Requires frequent interaction with the public. It is expected that all employees present a positive image of the City of Burlington to various users and participants. Work requires ability to deal with individuals of various age groups, abilities, and skill level. This position will deal with a variety of confidential issues that will require discretion at all times.

### SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to cope with situations firmly, and with respect for individual rights and beliefs.
- Willingness to work flexible hours, primarily nights and weekends.
- Ability to work independently.

## **EDUCATION AND EXPERIENCE**

Must be 21 years or older. High school graduate or equivalent and experience working with large groups of people in a public setting (preferred).

Required to pass a background investigation prior to hire.

## **PHYSICAL RESPONSIBILITIES:**

Work involves sitting, standing and walking. This position requires that the employee have a high degree of physical mobility, and excellent hand-eye coordination.

## **WORKING CONDITIONS:**

Work is generally performed inside.  
Schedule primarily includes nights and weekend work.

## **APPLICATION PROCESS:**

The Parks & Recreation Department is seeking Facility Monitors to oversee events taking place at rental facilities throughout the park system. Read the Facility Monitor job description for detailed information. Interested persons must submit a City of Burlington Employment Application Form and cover letter to Burlington Parks and Recreation at 900 E. Fairhaven Avenue in Burlington, WA 98233.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak workload periods or otherwise to balance the workload.