

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 98006

Installation: Fort Monmouth, NJ 07703

FLSA: Nonexempt

TITLE: Facilities Operator

Activity: ALL MWR

Pay Plan/Series/Level

NF-0301-01

MAJOR DUTY DESCRIPTION

Works as an assistant for the Facilities Operations Team Leader who makes specific assignments, explains policies and procedures, and reviews work for quantity and quality of completed projects.

Job may require work in various facilities depending on the requirements for activities. Duty station will be determined by customer demand/programmed activities.

Opens and/or closes facilities by locking/unlocking doors and windows, and assuring security system is operable.

Issues/receives recreational equipment to authorized users. Collects applicable fees for items issued, accounts for monies collected safeguards funds and makes daily bank deposits. Monitors proper usage. Pre-checks and prepares equipment for customers, explains proper use.

Conducts surveillance of total facility and reports any unusual findings to supervisor.

Arranges furniture and equipment for various types and sizes of events; puts up and takes down special event decorations. May assist with conducting events.

Cleans recreation equipment, supplies and facility area. Performs self-help maintenance on facility and equipment. Polices interior and exterior areas of building and grounds and performs general housekeeping.

Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

Willingness to be cross trained in several MWR activities.

Demonstrate teaming skills by achieving level of competence required in cross training initiative.

Knowledge of wide range of Recreation Activities helpful.

Skill in providing personal and diplomatic customer service.

A valid driver's license is desired.

Ability to use/learn automation systems.

Ability to work in a team setting.

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

(Approving Official: Title - Signature)

(Date)