

POSITION DESCRIPTION**Schedule C**

Town of Needham

Building Monitor II

09/2015

Duties:

Under the supervision of the Office of the Town Manager, ensure the safety, security and proper utilization of assigned building by groups meeting during the evening (non-business) hours and remain in attendance at all times during the scheduled events. Responsible for the operation of the audio visual computer equipment utilized in the performance halls for both meetings and larger events. This may include the meeting with building renters to assist them with their requests.

Responsibilities include:

- Meeting with renters or building representatives to understand the AV needs for events.
- Ensuring a successful AV experience for the renter, which includes troubleshooting issues as they present.
- Alerting the building representative and the Office of the Town Manager of any concerns for the AV equipment. This includes the need for supplies and operational issues.
- Being a visible presence in common entry way and corridors to meeting space. Providing directions to visitors and maintaining quiet in the area adjacent to meeting space.
- Timely closing (and if necessary opening) of the building, ensuring that is secured properly, at the end of the evening or event.
- Remaining on site while the building is in use;
- Enforcement of the rules and regulations pertaining to the appropriate use of the facility and parking areas;
- Contacting supervisor with reports of any problems;
- Maintaining a record of hours worked and submitting said report to office of the Town Manager on a weekly basis; and
- Responding to any concerns of the office of Town Manager regarding the use of the Building by outside groups.

Basic Knowledge:

Position requires knowledge equivalent to four years of high school, plus ability to firmly but tactfully respond to situations; must be reliable and prompt. Position requires an aptitude for computer and audio visual technology.

Experience:

Position requires at least one year of demonstrated ability to interact with the public.

Independent Action:

Incumbent functions semi-independently, referring difficult problems to supervisor or contact person. Incumbent must be able to troubleshoot AV equipment issues on the fly. Incumbent is responsible for the security of all AV equipment on the premises during events and the proper shutdown and lock up of equipment post event.

Supervisory Responsibility:

None

Physical and Environmental Standards:

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist citizens
- Sustained periods of standing and walking
- May need to climb stairs
- May require lifting and carrying of files, documents, records, etc.
- May require assisting in the moving and set up of meeting room furniture