

INSTITUTIONAL CHARGE ATTENDANT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class is responsible for performing a variety of tasks requiring a certain manual skill level. The tasks involve manual dexterity to perform routine repairs, equipment operation, transport, simple installations or other functions in the routine operation of a large institution. Supervision may be exercised over lower level laborers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

GENERAL:

Operates mechanical equipment, as assigned;

Performs routine maintenance, cleaning and minor repairs on equipment, insuring that it is operational at all times;

Maintains adequate stock and supply inventory;

Operates automotive or other motor driven equipment for transporting or delivering equipment and supplies;

Performs installation and routine repair work;

Keeps working area clean and in compliance with safety regulations;

Keeps records of work activities;

Makes rounds in area of assignment and reports unusual conditions or malfunctions;

IF ASSIGNED TO SECURITY OFFICE:

Issues and changes locker combinations and padlocks;

Issues keys to authorized hospital personnel and maintains key control records;

Cuts new keys using key cutting device;

Maintains duplicate narcotic key repository;

Takes photos, prepares and issues permanent and temporary identification cards for employees, affiliate staff, volunteers, visitors, etc.;

Maintains registry of vehicles, issues parking permits;

Handles patient property and valuables;

Performs other routine related tasks as indicated above.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Skill in the techniques used in the operation of complex mechanical equipment; ability to operate a variety of mechanical equipment; ability to follow oral or written instructions; ability to work alone or with others; ability to learn new work quickly; mechanical ability; manual dexterity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Possession of a high school or equivalency diploma with two years of general work experience; or (b) five years of general work experience.