



POSITION TITLE: Building Health and Safety Monitor
REPORTS TO: Health Director
DEPARTMENT: Planning, Public Health, & Code
STATUS: Full-time, Non-Bargaining Unit
HOURS: M-F, 9:00am – 4:30pm
POSTING PERIOD: November 30, 2021 – December 13, 2021
SALARY: \$32,000.00
BENEFITS: Medical, Vision, Dental, & Life

GENERAL DESCRIPTION: The Building Health and Safety Monitor is the first point of contact for City Hall visitors and provides exceptional service while enforcing safety guidelines. The Building Health and Safety Monitor is a key administrative role delivering a positive customer service experience and necessary administrative support across the organization. This position requires a thorough knowledge and understanding of the organization, responsibilities, and procedures related to City staff and facilities.

PRIMARY DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Greet all visitors and provide a professional and positive experience.
2. Service visitors by welcoming, directing and announcing them appropriately.
3. Communicate social distancing & COVID safety related CDC requirements to all building guests.
4. Manage main phone line switchboard; answer, screen, announce, and forward all incoming phone calls as appropriate.
5. Wearing and distributing required PPE to City Hall visitors to ensure compliance with the COVID -19 Executive Order.
6. Create, manage and maintain daily visitor's log and issue visitor passes when necessary.
7. Receive and sort daily mail/deliveries/couriers and distributes accordingly.
8. Other duties as necessary and assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Superior verbal and written communication skills in English and Spanish (preferred).
- Proficiency with Microsoft Office programs; experience using office equipment such as computers, printers, fax machine, voicemail messaging systems and photocopiers/scanners.

- Proven administrative experience working under pressure in a service environment.
- Professional appearance with a friendly, personable, and positive disposition.

DESIRABLE TRAITS

Compliance with the City's dress code policy, Communicates Effectively, Flexible and Willing to Help, Knowledgeable Worker, Values and Respects Others, Teamwork and Collaboration, Ability to work independently, Continuous Learning, Demonstrates Ethical Behavior, Supportive of Change.

EDUCATION and/or EXPERIENCES

- High school degree or Associate's degree from an accredited institution or equivalent work experience.
- Minimum (1) year of office clerical/administrative support experience.

PHYSICAL DEMANDS

Work requires the ability to sit, stand, bend, reach, and occasionally lift objects (0-15lbs).

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7834 TO
APPLY FOR THIS POSITION**