

HUMAN RESOURCES , LABOR  
RELATIONS, AND ADMINISTRATIVE  
SERVICES DEPARTMENT  
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TOWN HALL  
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Wilton, Connecticut 06897

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## POSITION POSTING

### **Building Monitor (Part-Time)**

The Town of Wilton seeks a Building Monitor on a part-time basis (approximately 20 hours per week, 52 weeks per year). This position is responsible for providing assistance to program participants, patrons utilizing the building, and others. The Building Monitor will ensure the facility is maintained in a safe and presentable fashion. Work will primarily take place at Comstock Community Center. Written and/or oral reports will be provided to Parks and Recreation staff by the Building Monitor when required.

#### **ESSENTIAL FUNCTIONS:**

- Conduct hourly property walks and document any potential issues;
- Assist in resolution of residents' questions, concerns, and complaints;
- Clean high traffic areas such as meeting rooms, main lobby, and hallway;
- Handle inquiries from clients and residents in a professional manner; and
- Perform other related duties as directed by Parks & Recreation Department administration.

#### **MINIMUM REQUIREMENTS:**

- Must be CPR/First Aid certified or able to complete the First Aid and CPR certification class provided by the Wilton Parks and Recreation Department prior to the start of the program;
- A valid driver's license;
- Excellent written and verbal communication skills; and
- Basic knowledge of Parks and Recreation facilities and programs.

**Compensation:** Up to \$15 per hour, depending on qualifications.

Application and copy of job description are available at [www.wiltonct.org](http://www.wiltonct.org) or call Town's Human Resources Department at 203/563-0118. Submit application, resume, and cover letter via e-mail ([sarah.taffel@wiltonct.org](mailto:sarah.taffel@wiltonct.org)), fax (203/563-0299), mail, or hand delivery. EOE.

**Position Open Until Filled.**