



City of Sunnyvale

Facility Attendant II - PT & FT

SALARY	\$28.11 - \$35.88 Hourly	LOCATION	Sunnyvale, CA
JOB TYPE	Full-time / Part-time	JOB NUMBER	25-00150
DEPARTMENT	Library and Recreation Services	OPENING DATE	01/26/2026
CLOSING DATE	2/23/2026 5:00 PM Pacific		

Description

FACILITY ATTENDANT II

(1) REGULAR FULL-TIME & (1) REGULAR PART-TIME EMPLOYMENT OPPORTUNITIES

The final filing date is Monday, February 23, 2026 at 5:00 pm or after receiving 100 qualified and complete applications, whichever is first.

The City of Sunnyvale is hiring (1) part-time Facility Attendant II in Library Services and a (1) full-time Facility Attendant II in Recreation Services in the Department of Library and Recreation Services!

City of Sunnyvale is recruiting a Facility Attendant II to provide essential facility support for Library and Recreation facilities, e.g. Lakewood Branch Library, Community Center (Recreation, Senior Center and Theater). This position independently prepares and maintains facilities, performs light maintenance, monitors use, and ensures a safe, clean, and welcoming environment for staff and the public. The Facility Attendant II also serves as on-site contact during evenings and weekends, assisting customers and part-time or contract staff. The ideal candidate is customer-focused, enjoys hands-on work, problem-solving, and supporting community spaces and programs.

The full-time Facility Attendant assigned to Recreation Services will work a Sunday through Thursday on a flex schedule, with adjusting hours depending on rentals, division events and programs. The part-time Facility Attendant assigned to Library Services will work a schedule to-be-determined, including some evening and weekend shifts depending on events and programming at the new Lakewood Branch Library.

The list established from this recruitment may also be used to fill future vacancies in the Library and Recreation Services Department.

For a complete job description, click here: [Facility Attendant I/II](#)

Under supervision of a Senior Building Services Leader or Community Services Coordinator, provides facility-related services in the Main Library during normal business hours, or in connection with recreation programs, classes, and

special events, including scheduling and supervising the use of facilities at various sites throughout the City; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Facility Attendant I is the entry-level classification in the series. Initially incumbents perform assigned duties under immediate supervision, while learning related policies and procedures. Facility Attendant I is distinguished from the Facility Attendant II classification by the performance of less than the full range of duties assigned to the Facility Attendant II classification. As experience is gained, there is a greater independence of action within established guidelines.

Facility Attendant II is an the more advanced classification in the series. Incumbents are expected to independently perform the full scope of facility-related duties. Facility Attendant II is distinguished from the Facilities Technician series by the latter is responsible for semi-skilled and skilled duties related to the maintenance and repair of buildings. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of work, and meets performance expectations. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

Essential Job Functions

(May include, but are not limited to, the following):

- Makes reservations and checks facility use schedules; sends out reminder notices.
- Prepares room for appropriate setup and performs take down for classes, meetings, parties and special events; ensures rooms are clean and free of safety hazards.
- Performs light cleaning and public restroom upkeep, removes trash, moves furniture and equipment and picks up supplies for programs, classes and meetings.
- Performs light corrective and preventive maintenance duties; reports maintenance issues requiring specialized staff.
- Monitors facility user groups by enforcing rules and regulations, and securing and/or reporting damage or unsafe conditions.
- Serves as primary contact for evening and weekend events, responding to customer questions and ensuring policies and procedures are followed.
- Orders cleaning supplies. Monitors use of materials and cleaning supplies, orders, delivers, and stocks supplies at various City locations.
- Assists with the recruitment, training and review of part time staff, at the II level.
- Acts as liaison between the supervisor and a small group of employees; prepares reports regarding use to supervisor.
- Monitors work of contract staff.
- Performs security checks on a nightly basis. i.e. Checks doors and gates at various City facilities.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard and certain tools. The position also requires near and far vision when performing tasks such as inspections and repair work, in reading written work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push equipment, tools and supplies up to 50 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations. The base salary for this classification includes pay for potentially hazardous duties as listed in the essential job functions.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

Facility Attendant II

Graduation from high school or tested equivalent; AND

One year of experience performing facility-related services.

Knowledge of:

Facility Attendant I

- Principles and practices for providing customer services. Safe work practices when working housekeeping chemicals and housekeeping assignments.
- Basic office procedures.
- Ability to operate a computer and various programs.

Ability to:

- Learn to arrange furniture or equipment in a certain order or pattern according to a specific rule or set of rules (e.g., pictures, drawings, or diagrams).
- Learn to follow directions, manuals and diagrams.
- Perform basic math.
- Understand and follow written and oral instructions.
- Learn to determine maximum room occupancy when setting up seating for recreation activities or classroom instructions.
- Follow safety and health regulations.
- Learn the operation of the assigned department, policies and procedures of either the Library and Community Services department or the Public Works department.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Communicate effectively, orally and in writing.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Ability to communicate tactfully with members of the public when performing housekeeping duties.
- Ability to work safely with cleaning chemicals and cleaning tools in a fully occupied building.

Knowledge of:

Facility Attendant II

The above, plus:

- Advanced customer service principles and practices.
- Basic report preparation.
- Basic personnel practices.

Ability to:

Facility Attendant II

The above, plus:

- Independently determine maximum room occupancy when setting up seating for public meetings, recreation activities, or classroom instructions.

- Independently arrange furniture or equipment in a certain order or pattern according to a specific rule or set of rules (e.g., pictures, drawings, or diagrams).
- Monitor the work of staff.

Willingness to:

Work irregular hours, evenings and weekends as required.

Wear a uniform.

Licenses/Certificates:

Possession and continued maintenance of a valid California class C driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

- Previous experience directing the work of others
- Previous experience performing housekeeping services in a library, community center or other public buildings.
- Spanish speaker depending upon position.

Application and Selection Process

The application period closes on Monday, February 23, 2026, at 5:00 pm or after receiving 100 qualified and complete applications, whichever is first. If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources (postmarks or faxes are not accepted). Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click on JOBS. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an **oral examination scheduled for Monday, March 16, 2026** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the department tentatively scheduled for the week of March 23, 2026.** Selection interviews will typically take place in-person, please plan accordingly.

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate’s expense. Candidates may utilize any third-party agency for the evaluation. If you search ‘education equivalency verification’ or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

ADDITIONAL INFORMATION

Summary of Sunnyvale's Employees Association (For Full Time Positions) [SEA Benefits](#)

Summary of Service Employees International Union, Local 521 (For Part Time Positions) [SEIU Benefits](#)
[Notice of CFRA \(California Family Rights Act\) Rights and Obligations](#)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job](#) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other consideration made unlawful under any federal, state, or local laws. The City of Sunnyvale is committed to offering reasonable accommodations to job applicants with disabilities. If you need assistance or an accommodation due to a disability, please contact us at (408) 730-7490 or recruitments@sunnyvale.ca.gov.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Facility Attendant II - PT & FT Supplemental Questionnaire

***QUESTION 1**

Instructions for completing the Supplemental Questionnaire: The following supplemental questions constitute an examination. Responses are reviewed and rated by Subject Matter Expert(s). The supplemental question examination determines the most qualified candidates to move forward in the recruitment process. The responses to the supplemental questions should be specific, thorough and must be reflected in the Work Experience, Education, and Certificates/Licenses sections of the application. Please note the information provided in the supplemental questions will not be accepted in lieu of the completed application. Incomplete responses, false statements, copying and pasting responses from Artificial Intelligence (AI) programs, and/or entering “See Resume” will result in an incomplete application and/or disqualification from the recruitment process. Please be advised that you will be 'timed out' of this

page after 30 minutes. It is recommended to copy the supplemental questions that require text answers into a document that you can save on your computer. Prepare your responses in that document and then copy and paste the responses into the spaces provided. Additionally, please save your work continuously. By checking the 'Yes' response below, I indicate that I have read the instructions for completing the application (located in the job posting) and supplemental questionnaire. In accordance with these instructions, I understand that a completed application and written responses to the supplemental questionnaire are required. I understand the completed application and supplemental question responses will be used to evaluate my qualifications for this position and further identify the most qualified candidates to continue in the recruitment process. Additionally, I certify that I have completed the application and supplemental questionnaire on my own; the information provided accurately reflects my training, education and experience; and I understand the information provided is subject to verification.

☐ Yes

☐ No

*QUESTION 2

Please select the position(s) you are applying for:

☐ Part-Time

☐ Full-Time

☐ Both: Part-Time and Full-Time

*QUESTION 3

Do you currently possess a high school diploma or tested equivalent (GED)?

☐ Yes

☐ No

*QUESTION 4

Do you have one year of experience performing facility-related services?

☐ Yes

☐ No

*QUESTION 5

If you answered 'Yes' to question #4, please describe your experience below. In your response, include the names of the employer. For each employer include the number of years of experience, your role, and specific responsibilities.

*QUESTION 6

Please describe a time when you were working independently with limited supervision and identified an issue at a facility. What steps did you take to address the issue?

*QUESTION 7

Situational: You are working an evening shift and supporting multiple rentals in a City facility when a renter approaches you to report that another group is using a space they did not reserve, creating a safety and noise concern. At the same time, a room setup for an upcoming program is running behind schedule. Please describe how you would assess the situation, prioritize your actions, and communicate with both renters and staff to resolve the issue.

*QUESTION 8

Please describe your experience working with or supporting part-time, temporary, or contract staff. How do you help ensure work is completed correctly and meets expectations?

***QUESTION 9**

This position will require working irregular hours, evenings, and weekends. Are you willing and able to work irregular hours, evenings, and weekends?

☐ Yes

☐ No

***QUESTION 10**

Do you possess a valid California Class C driver's license and a safe driving record?

☐ Yes

☐ No

*** Required Question**