



## EMPLOYMENT OPPORTUNITY PARKS MAINTENANCE WORKER I (Part-Time [20 hours], Regular)

Open: Tuesday, July 2, 2019  
Final Filing Date: Sunday, July 14, 2019

\$16.88-\$20.53/hour, paid bi-weekly  
**PLUS EXCELLENT BENEFITS**

### APPLY IMMEDIATELY AT: [www.CalOpps.org/city-of-ceres](http://www.CalOpps.org/city-of-ceres)

A completed online employment application is required and must be submitted at [www.calopps.org](http://www.calopps.org). Incomplete, late, emailed, faxed, and hard copy applications are not accepted. Resumes are not considered in lieu of the required employment application available at CalOpps. Certificates, resumes, cover letters must be uploaded with your application on the CalOpps website for consideration.

### THE POSITION

Under immediate supervision, the Parks Maintenance Worker Regular, Part-Time performs semi-skilled maintenance, repair, and construction work assigned to the parks division; operates maintenance and construction tools and equipment; performs a variety of maintenance tasks and assistance relative to assigned area of responsibility.

### BENEFITS

Benefits are provided at 50% of the full-time rate, based on a 20 hour workweek. Inquire for more info.

### THE IDEAL CANDIDATE POSSESSES THE FOLLOWING:

**Knowledge of:** Principles and practices of maintenance and repair activities related to area of assignment; common tools, materials, and motorized vehicles and equipment used in assigned area of responsibility; the repair and maintenance of pumps and valves; park and landscape maintenance; basic mathematical principles; safe work practices and policies; techniques and procedures in basic carpentry, metal, masonry, painting, mechanical and electrical work.

**Ability to:** Work with the variety of tools related to public works maintenance; learn to safely operate a variety of maintenance equipment; perform heavy manual labor; perform semi-skilled maintenance duties; understand and follow oral and written instructions; read and understand schematic diagrams; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

**QUALIFICATIONS** *Education and Experience Guidelines: Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:** Equivalent to the completion of the twelfth grade.

**Experience:** One year of experience in construction or maintenance work is preferred.

### **License or Certificate**

#### **Must Currently Possess:**

Possession of a valid, California Driver License.

### DESIRED QUALIFICATIONS

- Experience with common landscaping equipment such as blowers, edgers, lawnmowers and weed eaters
- Punctual
- Flexible/Takes direction well
- Customer service oriented

**ESSENTIAL AND IMPORTANT DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Handle complaints and answer questions from the public
- Clean and clear park grounds, facilities, structures and playing fields of debris and potentially dangerous conditions; set up park for special events
- Plant, mow, prune, and maintain turf, trees, shrubs, and plants; clear sites of weeds
- Perform a wide variety of semi-skilled tasks in the construction and repair of park and community facilities.
- Install, maintain, repair, and program irrigation systems
- Inspect park grounds, structures, medians and related facilities for safety, appearance, and vandalism; remove graffiti from park surfaces
- Operate grounds maintenance equipment as well as a variety of hand and power tools
- Apply pesticide, herbicide, and other pest management treatments
- Make minor adjustments on service equipment; maintain tools and equipment in working order
- Maintain logs of daily activities
- Assist in other areas as needed
- Perform related duties as required

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

**Physical** Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

**EXAMINATION PROCESS** Those who meet the employment qualifications and whose strengths and background most closely match the needs of the position will be contacted through the CalOpps email system and invited to an Interview Panel. Candidates who achieve a passing score on the Interview Panel Test will be certified on an Employment List, from which the top 3 scores will be referred to the hiring department for a final selection interview.

**SELECTION PROCESS** A contingent offer of employment is subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination. The required I9 verification form designated by the USCIS is required to certify eligibility for employment in the United States.

**NOTE:** The City reserves the right to alter, adjust or change any portion of the examination process without notification. The provisions of this bulletin do not constitute a contract or employment expressed or implied. Any provision contained within may be modified or revoked without notice.

### **AMERICANS WITH DISABILITIES ACT**

If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the examinations administered by the City of Ceres, you must notify the Human Resources Department in writing by the final filing date for the specific job. Official documentation of your functional limitations to support your request may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY**  
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