



# Conejo Recreation & Park District

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PH: (805) 495-6471 FAX: (805) 497-3199 [www.crpdp.org](http://www.crpdp.org)

## EMPLOYMENT OPPORTUNITY

### **GROUNDSKEEPER I**

**Open (weekend work may be required)**

**Salary Range (5 steps): \$28.31 - \$34.41/ hour**

**Open Until Filled**

**Apply online: [www.crpdp.org/hr](http://www.crpdp.org/hr) (follow link on CalOpps)**

Under supervision, performs routine semi-skilled to skilled grounds landscaping and maintenance work; performs preventive maintenance of District properties; and performs other related duties as assigned.

### **Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. These duties may be performed independently or under supervision with a Lead or Groundskeeper II present. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Performs a variety of routine landscape and ground maintenance tasks, including maintaining areas around District facilities, hardscapes and playgrounds, and removing debris and graffiti; maintains assigned areas in a clean, safe and orderly condition.
- Maintains turf and landscaped areas by mowing, edging and weeding; learns and assists with fertilizing, spraying with insecticides and herbicides, aerating and watering.
- Blows, sweeps and washes sidewalks, roadways, parking lots, tennis courts, and other hardscapes to maintain a clean, safe and orderly condition.
- Assists with planting and removing trees, shrubs and plants; prunes shrubs and trees to shape and encourage growth, using hand and power saws as assigned.
- Assists with the installation, repair and maintenance of irrigation systems.
- Assists with athletic field preparation and the maintenance of play areas and related facilities.
- Operates a variety of power tools, hand tools and motor-driven equipment such as trucks and tractors.
- Loads and unloads equipment, supplies and refuse.
- Maintains daily work records, hazardous materials records and restricted pesticide-use records.
- Attends meetings; participates in safety training.
- Weekend work and rotating schedules may be required.

### **Other Duties and Responsibilities**

- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.
- Non-exempt employees may be required to work overtime.
- Performs related duties as assigned.

### Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

**Education/Experience:** A typical way to obtain the knowledge and abilities would be: graduation from high school or GED equivalent, and one year of related grounds maintenance experience and/or training; or an equivalent combination of education and experience.

**Language Ability:** Ability to read and comprehend basic instructions, short correspondence and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to park visitors and to other employees.

**Math Ability:** Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of money and weight measurement, volume and distance.

**Reasoning Ability:** Ability to use common-sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

#### **Certificates and Licenses:**

- Valid California driver's license with a good driving record and current automobile insurance.
- All full-time candidates require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

#### **Other Required Skills:**

- Use of word processing and spreadsheet programs

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions including rain, sun and extreme heat for extended periods. The employee is frequently exposed to moving equipment and mechanical parts, fumes or airborne particles and vibration. The employee is occasionally exposed to high, precarious places, toxic or caustic chemicals and pesticides. The noise level in the environment is loud.

**Physical Demands:** The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk over uneven terrain; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb, balance or smell. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision.

### Selection Process

Apply online at: [www.crpdp.org/jobs](http://www.crpdp.org/jobs) (follow link to [www.calopps.org/Member](http://www.calopps.org/Member) Agency: Conejo Recreation & Park District)

Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience. **Fill out the application completely; blank spaces may cause rejection; do not refer to resume.** Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **Resumes will not be accepted in lieu of a completed application.** Cover letters and resumes are encouraged and must be submitted online as attachments with the fully completed application. Applications must be submitted online by the filing deadline, or when the listed number of applications are received, whichever occurs first.

Examination: Candidate selection will be based on competitive examinations. Test content will be related to the job. A driver's license will be requested for identification and admission to the testing area. If there is more than one part to an examination, candidates must pass each part. Candidates with passing scores will be asked to compete in successive parts of the examination.

- Written Test/Practical Exercise: A written test and a practical exercise may be used, in addition to the appraisal interview.
- Appraisal Interview: A job-related appraisal interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.
- After the Appraisal Interview, the top candidates will be invited to a staff interview. All applicants will receive a written response to their standing in the selection process.

**NOTE:** THE DISTRICT DOES NOT REIMBURSE APPLICANTS FOR TRAVEL, LODGING, OR OTHER EXPENSES RESULTING FROM THEIR PARTICIPATION IN THE SELECTION PROCEDURE.

In accordance with the Immigration and Control Act of 1986, the Conejo Recreation and Park District must verify that all new employees have written proof of their right to work in the United States at the time of hire.

#### **REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH DISABILITIES**

The District encourages applications from qualified individuals with disabilities as defined by the Americans with Disabilities Act. Individuals who will require a reasonable accommodation to take a test as part of the selection process must notify Human Resources. Applicants with disabilities that affect sensory, manual or speaking skills may be provided with a test in a format that does not require the use of the impaired skill. Persons requesting reasonable accommodation will be required to provide documentation of such need.

*This position is subject to a pre-employment physical.*

*Note: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.*