

# **PARKS AND FACILITY MAINTENANCE WORKER**

## **PART-TIME, TEMPORARY**

**SALARY:** \$16.00 to \$19.44 Hourly

**FINAL FILING DATE:** We are accepting applications on a continuous basis. **PERS retired annuitants are not eligible to apply.**

**IT IS MANDATORY THAT YOU COMPLETE THE SUPPLEMENTAL QUESTIONNAIRE. YOUR APPLICATION WILL BE REJECTED IF YOU DO NOT PROVIDE ALL NECESSARY INFORMATION.**

### **THE POSITION**

The Human Resources Department is accepting applications for the temporary and part-time position of Parks and Facilities Maintenance Worker in the Parks, Recreation & Libraries Department. The normal work schedule will include evenings and weekends. Candidates hired will work one of two schedules: Seasonal employees are limited to a maximum of 1,000 hours over a 5 month seasonal period. 1,000 Hour employees are limited to 25 hours per week for a maximum of 1,000 hours per fiscal year. While the current vacancy is for a 1,000 hour position, this recruitment may be used to fill 1,500 hour positions in the future.

The City of Roseville promotes a no smoking atmosphere.

### **THE CITY**

The City of Roseville (COR) incorporates the following CORE Competencies as part of the City's culture:

- Focus on people: Develop and deliver service-oriented solutions that meet or exceed expectations.
- Build trust: Ensure honesty and integrity to gain confidence and support of others.
- Ensure accountability: Take responsibility for the outcomes of one's own work and foster a sense of ownership in others.
- Communicate effectively: Deliver clear, concise messages and actively listen to ideas and questions.
- Collaborate inclusively: Build effective working partnerships, alliances, and teams.
- Make quality decisions: Make sound, timely decisions and recommendations.
- Be adaptable/agile: Change approach or methods to best fit the situation and effectively balance competing priorities.

### **THE DEPARTMENT**

The City of Roseville Parks, Recreation & Libraries Department incorporates our culture into our everyday interactions with our co-workers and our community.

- Take Pride - We're proud of the services that we provide to our residents.
- Be Creative - We encourage an environment that allows for passion and innovation.
- Always Improving - We embrace change by fostering opportunities to learn, adapt and grow.
- Work As a Team - Teamwork makes us stronger, more efficient and adds value to our department.
- Make it Fun - We celebrate our co-workers, achievements and successes.

### **DEFINITION**

To perform a variety of duties related to maintaining the City's natural resources, facilities, and property.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

- Operate golf cart type vehicle, mower or other machinery; operate small power tools and equipment.

- Note and correct safety hazards; refer difficult problems/hazards for more advanced attention and recommend possible solutions.
- Utilize proper safety precautions related to all work performed.
- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- Prepare necessary forms and reports.
- Drive and maintain assigned vehicle; maintain proper oil and fluid levels; notify supervisor of needed repairs.
- Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.
- Perform related duties as assigned.

**When assigned to Park Maintenance:**

- Prepare and condition City operated sports fields.
- Maintain, mow, and clean parks and playground facilities, restrooms and surrounding areas.
- Maintain swimming pool pumps, filters and related equipment; monitor and apply chemicals; refer to appropriate staff for further attention.
- Repair and maintain park and landscape irrigation systems.

**When assigned to Open Space Maintenance:**

- Assist in vegetation management; assist in tree care, creek, preserve and natural resource maintenance.
- Maintain bike trails, power tools, and irrigation systems.
- Operate tree care equipment such as chippers, stump grinders, power tools and other related equipment.
- Perform data collection/GPS in preserves and open space areas, creeks, and the urban forest.
- Perform pesticide application.
- Perform general labor duties.

**When assigned to Facilities:**

- Set up and breakdown meeting rooms according to supplied floor plans
- Make minor repairs to site furniture and equipment
- Perform custodial duties within and surrounding facilities
- Assist facility renters with a variety of customer service needs.
- Perform semi-skilled and skilled facility maintenance, janitorial and repairs.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Basic methods, tools, and equipment used in natural resource and grounds maintenance and facility maintenance.
- Basic understanding and principles of agronomy, natural resource management, forestry, horticulture, and biology.
- Basic principle of facility maintenance and management
- Basic principles and practices of record keeping.
- Principles and techniques of first aid and artificial respiration.
- Safe driving practices.
- Principles and practices of safety management.
- Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

**Ability to:**

- On a continuous basis, walk, stand, bend, squat, climb, kneel, twist, and reach while operating equipment and perform maintenance and/or construction activities; perform heavy manual labor; operate a variety of hand and power tools used in maintenance activities; know and understand maintenance operations, janitorial and/or construction projects, observe safety rules.
- Intermittently, analyze equipment problems; identify safety hazards; remember and locate equipment and tools; may interpret and explain work orders; sit while completing work papers; travel from job-site to job-site sitting in assigned vehicle or on equipment; lift or carry cement bags, fertilizer sacks and/or bags of chalk, tables and stages weighing 65 pounds or less.

- Learn to perform semi-skilled tasks in a variety of maintenance activities.
- Swim, if assigned to Park Maintenance-Aquatics.
- Operate golf type vehicles, mower and other maintenance equipment.
- Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.
- Learn principles and techniques of first aid and artificial respiration.
- Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.
- Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.
- Understand and carry out written and oral directions.
- Communicate tactfully with customers.
- Work outdoors in a variety of weather and environmental conditions.
- Communicate effectively and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training**

#### **Experience:**

- None Required.

#### **Training:**

- Education that ensures the ability to read and write at a level necessary for successful job performance.

#### **License or Certificate**

- Possession of a valid California driver's license by date of appointment.
- Possession of CPR and First Aid certificates within six (6) months of hire.

#### **Necessary Special Requirement**

- Must be 16 years of age or older.

**Note: Minors may have preclusions or restrictions in duties assigned and licenses required pursuant to 29 CFR § 570.**

### **SUPPLEMENTAL QUESTIONNAIRE**

1. Employees work one of two schedules; which schedule do you prefer:

- Seasonal: Employees work a maximum of 1,000 hours over a 5 month seasonal period.
- 1,000 Hour: Employees work up to 25 hours per week for a maximum of 1,000 hours per fiscal year.
- No preference

2. Are you a current CalPERS member? A current CalPERS member is someone who has funds on deposit with CalPERS.

- Yes
- No

### **SELECTION PROCESS**

Applications will be screened by the Human Resources Department for minimum qualifications. Qualifying applicants may be contacted by the Department to interview. Final appointment is contingent upon a check of past employment references, passing a City-paid fingerprint check and depending on position applied for a pre-employment medical exam and a drug and alcohol screening test.

THE CITY OF ROSEVILLE IS AN EQUAL OPPORTUNITY EMPLOYER. IF YOU REQUIRE AN ACCOMMODATION DUE TO A DISABILITY, PLEASE CONTACT THE HUMAN RESOURCES DEPARTMENT AT LEAST 5 WORKING DAYS BEFORE A SCHEDULED INTERVIEW/EXAMINATION PROCESS. MEDICAL DISABILITY VERIFICATION MAY BE REQUIRED PRIOR TO ACCOMMODATION.