

PARKS & OPEN SPACE EQUIPMENT OPERATOR – COMMERCIAL DRIVER

PART TIME, TEMPORARY

SALARY: \$24.4335 to \$29.6991 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 & Open Space Equipment Operator in the Parks, Recreation & Libraries Department. The normal work schedule may include evenings and weekends.

Appointment in this position includes the following supplementary benefits:

- Opportunity to work up to 1,500 hours per year (average 30 hours per week)
- Enrollment in the Public Employees Retirement System (PERS)
- Optional limited medical benefits (a city contribution of \$143.00 per month)

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 heavy equipment operation and 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 heavy equipment such as backhoes, excavator, dump trucks and aerial lifts; operate golf cart type vehicle, mower or other machinery.
- Note and correct safety hazards; refer difficult problems/hazards for more advanced attention and recommend possible solutions. Prepare necessary equipment inspections.
- Prepare necessary forms and reports.
- Utilize proper safety precautions related to all work performed.
- Promote and enforce safety procedures; render first aid and CPR, if certified, as required.
- 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 softball and baseball diamonds.
- Maintain, mow and clean parks and playground facilities, restrooms and surrounding areas.
- Repair and maintain park and landscape irrigation systems.
- Load and unload materials.

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.
- Assist with homeless camp removal.
- Perform data collection/GPS in preserves and open space areas, creeks and the urban forest.
- Perform pesticide application.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic methods, tools and equipment used in natural resource and grounds maintenance.
- Basic principles and practices of recordkeeping.
- Principles and practices of safety management

Ability to:

- On a continuous basis, walk, stand, bend, squat, climb, kneel, twist and reach while operating equipment and performing 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 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 weighing 50 pounds or less.
- Learn to perform semi-skilled tasks in a variety of maintenance activities.
- Operate heavy equipment such as backhoes, dump trucks and aerial lifts.
- Operate golf type vehicle, 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 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:

- Two (2) years of experience operating heavy equipment such as backhoe, excavator or dozer in the field performing vegetation or infrastructure repair, maintenance or installation.

Training:

- Equivalent to completion of the twelfth (12th) grade GED, or higher level degree; additional course work and training in maintenance, agronomy, horticulture, forestry, natural resource management or related field is highly desirable.

License or Certificate

- Possession of CPR and First Aid certificates within six (6) months of hire.
- Possession of a valid California Class B or Class A driver license by date of application.

Necessary Special Requirement

- Must be 18 years of age or older.

SUPPLEMENTAL QUESTIONNAIRE

1. Was any of the work experience listed on your application an unpaid internship, or volunteer work? If so, please list below which ones.
2. Do you possess a valid California Class A or B driver's license? If yes, please list the expiration date.

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.