

The Town of Tiburon Department of Public Works invites applications for the position of:

PARKS MAINTENANCE DIVISION LEADWORKER



JOIN A TEAM OF DEDICATED
PROFESSIONALS RESPONSIBLE
FOR KEEPING ONE OF MARIN'S MOST
BEAUTIFUL TOWNS OPERATING SMOOTHLY

SALARY

\$5,516 to \$6,705 per month

RETIREMENT

CalPERS 2% at 55, single highest year calculation for "classic" members and 2% at 62 for "new" members to the CalPERS system.

CAFETERIA BENEFIT PLAN

The Town will provide a monthly allowance of \$1,559.72 towards medical, dental, life insurance, and long-term disability insurance. If the full amount is not used, any remaining portion up to \$400 per month shall be deposited into the Town's Deferred Compensation Plan in the employee's name. If cost of benefits exceeds allowance, the difference is paid by employee through payroll deductions.

VACATION

12 days per year for the first five years, increasing after five years.

SICK LEAVE

Accrue one day per month; unlimited cap.

HOLIDAYS

12 paid holidays per year.

The Town of Tiburon is located just north of San Francisco, in Marin County, California. It is accessible by ferry from downtown San Francisco, as well as by automobile from Highway 101 and Highway 131, otherwise known as Tiburon Boulevard.

The Department of Public Works is responsible for the maintenance and improvement of all public infrastructure owned and managed by the Town of Tiburon. In addition to normal maintenance operations, we are a key agency in responding to emergencies involving our infrastructure as well as weather related events and other disasters that have the potential for adverse impacts to public health or the environment.

Parks Division employees are front line ambassadors of the Town's dedication to the outdoors and are responsible for maintenance of the associated turf, landscaping, irrigation systems, pathways, play structures, benches, tables, and public restrooms in Town owned parks.

Town owned parks span over 70 acres that include the Old Rail Trail, Blackie's Pasture, South Knoll Park, McKegney Green, Shoreline Park, the Downtown Plaza Area, Belveron Mini Park, Cypress Hollow Park, Zelinsky Park, Elephant Rock Pier, and numerous islands, medians, and more.

Town employees pride themselves in delivering excellent service to a civically engaged community that holds high expectations.

**FIRST CONSIDERATION WILL BE GIVEN TO
APPLICATIONS RECEIVED BY:**

JANUARY 24, 2020 AT 5:00 PM

PARKS MAINTENANCE DIVISION LEADWORKER

ABOUT THE POSITION

The Town of Tiburon seeks an experienced working supervisor to lead the Parks Maintenance Division. This individual should have a background and extensive knowledge in the management of parks, landscape, and turf maintenance. The ability to manage and prioritize work and lead small teams are a key element of an individual's success in this role.

The Senior Maintenance Worker is distinguished by its responsibility for the conduct of an assigned maintenance program or area. Incumbents organize their work and schedule maintenance activities under the direction of the Superintendent of Public Works, will direct or train others in assigned maintenance activities, and are responsible for the final work product of their crew.

Experience in other construction and maintenance work is highly desirable as the Parks and Streets Divisions often work together. This position has extensive public contact and customer service oriented attitude and communication skills are essential.

During the winter months, employees are assigned to be on call on a rotating basis and may be called out to respond during emergencies.

KNOWLEDGE OF:

Equipment operations, techniques and methods used in parks division maintenance operations. Ability to work independently; direct and train others; operate equipment used in the assigned maintenance program; read and interpret blueprints, work sketches and specialized maps; prepare work records and routine reports; understand and follow verbal and written directions; work safely and efficiently; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships; track division work using a computerized maintenance management software program.

ABILITY TO:

- Read and write clearly and follow instructions and directions.
- Use a personal computer, digital camera, and smart phone.
- Perform a variety of physically strenuous tasks as required.
- Frequently lift or move to 50 pounds and up 100 pounds on occasion.

EDUCATION & EXPERIENCE:

- Five years of landscape experience with supervisory experience.
- Equivalent to graduation from high school.
- Possess a valid Class C California drivers license.
- Possession of a qualified pesticide applicator certificate or license is highly desirable but not required.

TO APPLY

Apply online at www.townoftiburon.org/jobs or submit a completed application package, including application, resume, and cover letter to jobs@townoftiburon.org or Human Resources, Town of Tiburon, 1505 Tiburon Blvd, Tiburon, CA 94920.

For a full class specification and description, visit www.townoftiburon.org

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January 24, 2020 by 5:00 PM**

The Town of Tiburon is an equal opportunity employer

