



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<https://sunnyvale.ca.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:
Senior Park Utility Worker - Golf Course**

An Equal Opportunity Employer

SALARY

\$33.04 - \$42.17 Hourly

OPEN DATE: 01/12/21

CLOSE DATE: 02/02/21

THE POSITION

SENIOR PARK UTILITY WORKER - GOLF COURSE

Public Works Department

Regular Full-Time opportunity

About this position: This position under general supervision, leads and performs golf course maintenance and other skilled landscape and building maintenance tasks; operates motorized equipment and irrigation systems, and does related work, as required.

Sunnyvale Golf Course is a par 70 regulation 18-hole course with numerous bunker, dog legs, and water holes. Sunnyvale is a well-manicured test of the player's skill stretching out to 6,225 yards. Sunken Garden Golf Course is a 9-hole, 1,502-yard executive course. Sunken Garden is ideal for the beginner golfer with ample practice facilities and shorter length holes.

The City of Sunnyvale offers a competitive salary, generous benefits, training, and career development opportunities.

DISTINGUISHING CHARACTERISTICS

This sub-classification is distinguished from the next senior classification of Greenskeeper, which requires in-depth and specialized knowledge, skills, and abilities specific to the maintenance and upkeep of golf courses. Members of this sub-classification normally work under the direction of a Greenskeeper. An employee in this sub-class commonly works in the specific function of golf course maintenance. Immediate supervision may be exercised over a small crew.

ESSENTIAL JOB FUNCTIONS

(May include, but are not limited to, the following):

- Mows and maintains all turf areas, including greens and fairways.
- Maintains shrubbery, landscape areas, and irrigation systems.
- Performs minor tree-trimming; uses chainsaw.
- Operates motor vehicles such as trucks; tractors with auger, mower, or other attachments, such as sprayers or fertilizer spreaders.
- Mixes and applies pesticides.
- Maintain cups, tees, sand traps, and water features.
- Aerifies, verticuts, top-dresses, and uses related equipment in the performance of these tasks.
- Perform other duties, as required.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, biohazard materials and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, work in confined spaces, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

Graduation from high school or tested equivalent, AND

Four years of horticulture, landscaping, or related experience, which includes at least two years of varied golf course maintenance experience.

Knowledge of:

- Park system work standards.
- Golf course operation work standards.
- Safety methods and work practices.

Skill in:

- Operating front-end loaders, backhoes, motorized sand trap rigs, greens mower, 7 and 5 gang mowers, sprayers, tractors, dump trucks, and related equipment.

Ability to:

- Oversee the work of a small group of helpers.
- Keep records and make routine reports.
- Read, understand and follow complex written directions and oral instructions.

- Travel to various or remote sites within the City.
- Work alone or in close proximity to others.

Licenses/Certificates

Possession and continued maintenance of a valid California Class C driver's license and a safe driving record.

Must obtain a Qualified Applicator Certificate within the first year of employment, and maintain the certificate for the duration of employment.

APPLICATION AND SELECTION PROCESS

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources no later than **5:00 p.m. on Monday, February 2, 2021** (postmarks or faxes are not accepted).

Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at Sunnyvale.ca.gov and click 'Jobs' or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94086. Late or incomplete applications will not be accepted.

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an oral examination scheduled for **Tuesday, February 16, 2021. If invited to the oral examination, you will be asked to provide a current (dated within 30 days) original California Department of Motor Vehicles (DMV) printout.** The final selection interviews are tentatively scheduled for the week of February 22, 2021. (The examination process may be changed as deemed necessary by the Director of Human Resources.)

SELECTION PROCESS

Those candidates who receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Positions in this job classification are represented by the Sunnyvale Employees Association (SEA).

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<https://sunnyvale.ca.gov>

OR

505 West Olive Ave., Suite 200,
Sunnyvale, CA 94086

EXAM #20-00125

SENIOR PARK UTILITY WORKER - GOLF COURSE

SG

Senior Park Utility Worker - Golf Course Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

Resumes may be attached, but they will not be accepted in lieu of completing the job experience section of the application or the supplemental questions. The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

***Responses to the supplemental questions that indicate "see resume" are considered incomplete.** By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

Yes

No

* 2. Do you have a high school diploma or an equivalent (GED)?

Yes No

* 3. Do you have four years of horticulture, landscaping, or related experience, which includes at least two years of varied golf course maintenance experience?

Yes No

* 4. If you answered 'Yes' to the question above, please describe your four years of horticulture, landscaping, or related experience, including at least two years of varied golf course maintenance experience in the box below. Please include the agency you worked for and the specific duties you were responsible for. If you answered 'No' to the question above, please indicate N/A below.

* 5. Describe your experience working as part of a golf course crew or team. In your response include the size of the work crew/team, and your role. If you do not have this experience, please put N/A in the box below.

* 6. Describe your experience related to set up and operating equipment such as mowers, front-end loaders, motorized sand trap rigs, sprayers, chainsaws, and tractors. If you do not have this experience, please enter N/A in the box below.

* 7. Do you have a valid class C California driver's license and a safe driving record?

Yes No

* Required Question