



**CITY OF FORTUNA
EMPLOYMENT OPPORTUNITY
for
PARK MAINTENANCE WORKER I
Part-Time**

SALARY:	\$10.50 to \$12.76 per hour
APPLICATION:	Submit Application Form and Resume (<i>optional</i>) to: City of Fortuna Human Resources 621 11th Street Fortuna, CA 95540
FINAL FILING DATE:	Application packets must be received by 4:00 pm on Friday, June 2, 2017

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

DEFINITION: Under the direct supervision of the Lead Park Maintenance Worker or Lead Street Maintenance Worker, to perform unskilled and semiskilled work assignments in the maintenance of streets and storm drainage; in the maintenance and upkeep of City parks, landscaped areas, public buildings and associated equipment and structures; to perform routine gardening work a variety of operations, and do related other work, maintenance and customer service functions within assigned Department as required.

DISTINGUISHING CHARACTERISTICS: Parks Maintenance Worker I is a part-time, entry-level position. Incumbents are expected to perform basic operations, maintenance, repair, and labor assignments while learning the more skilled and complex tasks. Work is typically performed outdoors and may include work in inclement weather. Work assignments may include heavy physical and manual labor.

EXAMPLES OF DUTIES: Makes regular checks of parks and landscaped areas for trash and vandalism, and performs related clean up and/or repairs; operates mowing equipment to maintain lawns and turf areas; maintains and prepares athletic fields for events; picks up rubbish and trash; checks playgrounds and other areas for glass and other dangerous hazards; cleans playgrounds, restrooms and picnic areas; performs routine repairs and maintenance on structures and playground equipment; assists with and learns the more difficult repairs on playground equipment; trims trees, shrubs, and other ground coverings; rakes leaves; hauls refuse and cuttings to disposal sites; assists with and learns rough and finished concrete work; assists with and learns a variety of semiskilled and skilled repairs to buildings and park facilities; learns cultivation and preparation of soil for plantings; learns methods of spraying and controlling pests and plant diseases; assists with and learns a variety of landscape maintenance techniques; assists with the installation, maintenance, and repair of sprinkler pipe, valves, heads, and control systems; learns to use a variety of tools and parks maintenance equipment; performs heavy physical labor. Installs, repairs, and maintains streets and storm drains; may be assigned to maintenance and repair work on water distribution systems, sewage collection systems, and other public works facilities; stripes pavement; installs and repairs street signs; installs and maintains catch basins; patches streets and reconstructs alleys; performs resurfacing projects; performs brush clearing, mowing, and other grounds maintenance work; clears streams and drainage ditches; drives dump trucks; learns a variety of basic equipment operation work; uses hand and power tools; performs manual labor; operates vehicles, paints public facilities; washes vehicles; heavy physical and manual labor; traffic control in construction zones. Related duties as required; may require work on weekends and holidays.

SPECIAL CHARACTERISTICS:

- Part-time (29 hours per week)
- FLSA non-exempt
- Not represented by any employee association.

JOB REQUIREMENTS:

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- In order to drive a City vehicle or use a personal vehicle for City business, incumbent must be at least 18 years of age.

EDUCATION AND TRAINING: There are no educational prerequisites for this position. Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the requisite knowledge and abilities would be previous work experience in basic facility and grounds maintenance.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Safe work practices.

- Basic knowledge of tools and equipment.
- Sports field layout/markings.
- Irrigation installation and repair.
- Painting methods and equipment.
- Lawn maintenance and care.
- Methods, materials, and practices used in the City's public works maintenance and construction activities.
- Principles of operation and maintenance of motorized street equipment.
- Uses and purposes of hand tools

And Ability to:

- Learn a variety of park and landscape maintenance work assignments.
- Learn the operation and use of park and landscape maintenance equipment.
- Perform heavy physical labor.
- Understand and carry out oral and written directions.
- Work flexible hours, including weekends.
- Perform unskilled and semiskilled maintenance, repair and construction assignments.
- Learn the basic operation of vehicles and public works equipment.
- *Establish and maintain effective working relationships.*
- *Communicate effectively with others, both orally and in writing, using both technical and non-technical language.*
- *Understand and follow oral and/or written instructions, policies and procedures.*
- *Prepare and present accurate and reliable reports containing findings and recommendations.*
- *Operate or quickly learn to operate a personal computer using software applications appropriate to assigned tasks; as applicable.*
- *Use logical thinking and creative thought processes to develop solutions according to written directions or oral instructions.*
- *Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.*
- *Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.*
- *Act with integrity, ingenuity, and inventiveness in the performance of assigned tasks.*

ESSENTIAL PHYSICAL ABILITIES

- *Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;*
- *Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form*
- *Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;*
- *Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including where applicable the operation of motorized vehicles and equipment.*

EMPLOYEE BENEFITS

Salary:	Appointment is normally made at the first rate shown on the announcement. Eligibility for advancement will normally occur after one year. Thereafter employees are eligible for merit increases annually.
Deferred Compensation:	Employees are eligible to participate in a deferred compensation plan.

EQUAL OPPORTUNITY: The City of Fortuna's policy is to promote equal employment opportunity to all without regard to sex, age, race, color, religious creed, national origin, ancestry, political affiliation, marital status, disability, or other non-merit factors.

REASONABLE ACCOMMODATION FOR THE DISABLED: The City of Fortuna makes reasonable accommodation for the disabled. Individuals with disabilities requiring any accommodation in order to participate in the testing process must inform the City Manager's Office of the City of Fortuna in writing no later than the final filing date as stated on the job announcement. Also, those applicants needing such accommodations may be required to document this request including an explanation as to the type and extent of accommodations, as well as documentation from a qualified authority of the requirements needed to participate in the selection process and/or perform the duties of the job for which they have applied.

IMMIGRATION LAW: In accordance with the Immigration Reform Act of 1986, the City must verify once an employment offer has been made, that all persons have written proof of their right to work in the United States. Therefore, acceptable proof of right to work must be submitted prior to the start date.

**THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT.
ANY PROVISION CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED.**



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DISTINGUISHING CHARACTERISTICS:

Public Works/Parks Laborer is a seasonal and/or regular part-time, entry-level position. Incumbents are expected to perform basic operations, maintenance, repair, and labor assignments while learning the more skilled and complex tasks. Work is typically performed outdoors and may include work in inclement weather. Work assignments may include heavy physical and manual labor.

SPECIAL CHARACTERISTICS:

- Seasonal or Regular, part-time.
- FLSA non-exempt
- Not represented by any employee association.

JOB REQUIREMENTS:

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- In order to drive a City vehicle or use a personal vehicle for City business, incumbent must be at least 18 years of age.

EDUCATION AND TRAINING:

There are no educational prerequisites for this position. Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the requisite knowledge and abilities would be previous work experience in basic facility and grounds maintenance.

Obtain application package and complete job description from:

City of Fortuna
621 11th Street
Fortuna, CA 95540
(707) 725-7600
Or
www.Friendlyfortuna.com

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