



**CITY OF FORTUNA**  
**EMPLOYMENT OPPORTUNITY**  
**for**  
**PARK MAINTENANCE WORKER III (In House)**  
**Full-time, with benefits**

<b>SALARY:</b>	<b>\$36,239 - \$44,090 per year</b>
<b>APPLICATION:</b>	<b>Submit Application Form and Resume (<i>optional</i>) to: City of Fortuna Attn: Human Resources 621 11<sup>th</sup> Street Fortuna, CA 95540</b>
<b>FINAL FILING DATE:</b>	<b>Application packets must be received by 4:00 pm on Friday, August 16, 2019</b>

*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 general direction of the Parks and Recreation Director and the Lead Parks Maintenance Worker, to perform all levels of work in the maintenance and upkeep of City parks, landscaped areas, public buildings, and associated equipment and structures; to perform gardening and landscaping work in the planting, maintenance and repair of trees, plants, shrubbery in landscaped areas throughout the City; to operate, maintain and repair parks and grounds maintenance equipment; assist in supervision of other workers and volunteers; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

This is the full time, advanced-skill-level job classification in the Park Maintenance Worker class series. Job assignments include an emphasis on skilled construction, repair and maintenance tasks and skilled work in the areas of carpentry, electrical, plumbing, concrete, irrigation, and painting. Assignments also include the more difficult and complex tasks involved with landscaping and grounds maintenance. Incumbents may assist in the supervision of temporary help, volunteers and/or community service workers. Job assignments are performed with minimal guidance and supervision with the expectations that incumbents have the ability to choose among alternatives in completing tasks. Work is done under the general direction of the Parks and Recreation Director and the Lead Parks Maintenance Worker with latitude granted for the exercise of independent judgement and initiative. Work is typically performed outdoors and may include work in inclement weather. Work assignments include heavy physical and manual labor.

**SPECIAL CHARACTERISTICS**

- This position is classified as FLSA non-exempt.
- This position is represented by the Fortuna Employees Association (FEA).
- Flexible work schedule may include rotating through weekend and holiday work assignments; potentially working occasional evening shifts.

**EXAMPLES OF DUTIES**

Operates mowing equipment and mows and edges parks and landscaped areas; performs a variety of skilled gardening, propagation and cultivating work in City parks and landscaped areas; makes regular checks of parks and landscaped areas for trash and vandalism; picks up rubbish and trash; checks playgrounds for glass and other dangerous hazards; cleans playground and picnic areas; repairs and maintains playground equipment; trims trees, shrubs, and other ground coverings; rakes leaves; hauls refuse and cuttings to disposal sites; operates tractors with rototilling and spreader attachments; operates a variety of power, hand and groundskeeping equipment and tools; performs routine maintenance such as sharpening, lubricating and oil changes on equipment and tools; cultivates and prepares soils for plantings; performs a variety of maintenance work on structures in parks and landscaped areas; installs, maintains, and repairs irrigation, pipe, valves, heads, and control systems; maintains and prepares athletic fields for events; uses a variety of tools and maintenance equipment; performs a wide range of maintenance and upkeep assignments; building remodeling, renovation and repair; repair and installation of conduit; repair and replacement of plumbing and fixtures; concrete finishing; preparation for and application of interior and exterior paint; performs heavy physical labor; supervises other park workers, temporary help and volunteers assigned to work with Park Maintenance staff; may assist with general public works maintenance assignments when needed. Other work as required.

**JOB REQUIREMENTS**

- Maintain a valid California Driver's License throughout employment. Incumbent will participate in the DMV "Pull Program".
- May be required to obtain Public Health Pesticide Applicator Certification and/or Playground Safety Inspector Certification.
- Employees must be at least 18 years old to operate a City vehicle or personal vehicle for work-related purposes, as required by Redwood Empire Municipal Insurance Fund (REMIF), the City's self-funded insurance pool.

## **DESIRABLE QUALIFICATIONS**

### **Knowledge of:**

- *Safe work practices.*
- Sports field layout/marketing.
- Playground safety inspections and repairs.
- Drainage control.
- Irrigation system installation, maintenance and repair.
- Painting methods and equipment.
- Lawn maintenance and care.
- Tools, equipment, and procedures used in building, parks and landscape maintenance work.
- Operation of parks and landscape maintenance equipment.
- Tools, techniques, and procedures of tree trimming work.
- Principles of maintaining trees, shrubs, flowers, and turf.
- Herbicide and pesticide application.
- Large event planning

### **And Ability to:**

- Skillfully use the tools and operate the equipment required for parks and landscape maintenance work assignments.
- Perform skilled work in the areas of carpentry, electrical, plumbing, concrete, irrigation and painting.
- Plant, transplant, and maintain trees, shrubs, flowers, and turf.
- Perform skilled and semiskilled maintenance work.
- Perform heavy physical labor.
- Be highly organized and have the ability to plan and prepare projects well in advance
- Understand and carry out oral and written directions.
- Instruct and supervise seasonal employees and volunteers.
- *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.*

## **EDUCATION AND EXPERIENCE:**

High School diploma or GED required. Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be three (3) years of experience in facility maintenance and groundskeeping including skilled work in the areas of basic carpentry, electrical, plumbing, concrete, irrigation and painting. Demonstrated supervisory skills.

## **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 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**

<b>Salary</b>	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 step increases annually.
<b>Retirement</b>	The City is a member of the Public Employees Retirement System (PERS). The City currently has 3 tiers of PERS retirement. The 1 <sup>st</sup> tier applies to members employed prior to March 1, 2012. The 2 <sup>nd</sup> tier applies to current employees hired after March 1, 2012 and previous (Classic) PERS members with a break in service of less than 6 months hired after January 1, 2013. The 3 <sup>rd</sup> tier is the State mandated retirement formula effective January 1, 2013, which applies to New PERS members and previous members with a break in service greater than 6 months. <b>Miscellaneous: Tier 2: PERS CLASSIC MEMBERS (2% at 55, 3 highest years)</b> - The current 7% employee contribution is paid by the employee. <b>Tier 3: NEW PERS MEMBERS or PREVIOUS PERS MEMBERS WITH A BREAK IN SERVICE OF 6 CALENDAR MONTHS OR GREATER (2% @ 62, 3 highest years)</b> – The 6.25% employee contribution is paid by the employee. For the 2% @ 62 formulas the employee contribution will change each fiscal year to be at least 50% of the normal cost rate as determined by PERS.
<b>Insurance:</b>	The City makes a substantial contribution towards medical, dental, optical and life insurance for employees and their families. Current medical coverage is through Anthem Blue Cross with a \$250 annual deductible (up to \$750 for family), and a \$25 co-pay. Vision insurance is through VSP and dental insurance is through Delta Dental. For FY 2019-2020, the maximum employee contribution for full coverage for employee only is \$112.94 per month, employee + 1 is \$236.40 per month, and employee + two (or more) is \$337.64 per month. A variety of supplemental insurance coverages are also available through AFLAC
<b>Assistance Program:</b>	This program is provided at no cost to employees and includes counseling for family matters and substance abuse, and assistance with legal and financial issues.
<b>Deferred Comp:</b>	ICMA, VALIC, and CalPERS deferred compensation plans are available to employees choosing to participate.
<b>Vacation:</b>	Two weeks after one year; three weeks after five years and four weeks after 10 years.
<b>Holidays:</b>	Ten paid holidays annually.
<b>Sick Leave:</b>	Accrual at the rate of eight hours per month
<b>Other Benefits</b>	To encourage Employees to reside within 20 miles of Fortuna, a residency incentive is given to eligible <b>FEA</b> employees. Children of City employees are eligible to participate in certain City-sponsored recreation activities at no cost while employee is at work, including public skating, Holiday Recreation Programs and the Summer Fun program.
<b>Although benefits have been reported as accurately as possible, there has been no warranty of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.</b>	

### **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.

### **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 COMMUNITY**

Fortuna is a small rural community of just over 11,800 population, located 20 miles south of Eureka and 250 miles north of San Francisco. Eight miles inland from the Pacific Ocean and adjacent to the scenic Eel River, Fortuna is in the heart of the Redwoods offering quality rural living with outstanding outdoor recreation activity year around. The City has an excellent primary and secondary educational system; College of the Redwoods, a community college, is located 8 miles north and Humboldt State University is 30 miles north. Basic industries are timber, fishing and tourism with a growing service industry including a full-service hospital.

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