



CITY OF LAKEPORT JOB ANNOUNCEMENT

PARKS MAINTENANCE WORKER I / II

Parks Maintenance Worker I: \$2,663 - \$3,368 per month Parks Maintenance Worker II: \$2,883 – \$3,648 per month Filing Deadline: Monday, July 19, 2021 - 5:00 P.M.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x103 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application and Supplemental Questionnaire](#) no later than 5:00 p.m. on Monday, July 19, 2021. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB DEFINITION

Incumbent performs a variety of unskilled, semi-skilled and skilled tasks in the construction, maintenance and servicing of City parks, trees and facilities.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

Using power and hand tools, edges, and weeds lawns, flower beds, and other landscaped areas; cuts and plants sod; spreads seed and fertilizer; plants or removes flowers; operates, maintains, and repairs in-ground sprinkler systems; cleans walks, parking areas, and other areas of leaves and other debris; removes trash; operates power mowers, blowers, sweepers, edgers, hedge trimmers, clippers, sprayers, and other equipment or vehicles; makes minor repairs such as sharpening blades; performs routine maintenance and equipment safety inspection.

Trims and prunes trees and shrubs; cleans surrounding areas; utilizes various hand/power tools and equipment such as pruners, hedgers, clippers, chain-saws, and chipper; removes trees that are dead, diseased, or causing damage to concrete.

Performs various building maintenance tasks and minor plumbing, carpentry, and electrical repairs; prepares interior and exterior surfaces for painting; checks on the condition of City docks and makes necessary repairs.

Maintains a variety of records related to work performed.

Sweeps and mops rooms, halls, stairways, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs, carpets, and upholstery; empties and cleans waste receptacles; dusts and polishes furniture, countertops, pictures, and brass and chrome fixtures; changes light bulbs and fluorescent tubes; washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors and blinds.

Cleans and disinfects rest rooms, floor mats, drinking fountains, and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform pest control tasks in buildings; cleans entrances to buildings by sweeping, hosing, and picking up of trash.

Moves furniture or other heavy objects on request or for set-up of City functions; makes minor repairs and adjustments to building fixtures and equipment.

Secures buildings by locking and unlocking rooms, windows, or offices, the City Hall, and related City facilities; may set-up intercom or speaker systems.

Reports fire, sanitary, safety, or security hazards in the City Hall and related City facilities; reports needed maintenance or repair.

May be required to perform work on weekends.

LICENSES AND SPECIAL REQUIREMENTS

- A valid California driver's license and a satisfactory driving record.
- The following licenses or certifications are highly desirable:
 - Possession of (or ability to obtain) a Class B California driver's license.
 - Possession of or ability to obtain a California Pesticide Applicator Certificate may be required for some assignments.
 - Playground Inspection Certification
 - Pool Operations License
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards.

DESIRABLE QUALIFICATIONS

Working knowledge of related chemical solutions and the proper use and mixing techniques; the methods, materials and equipment used in custodial work; grounds maintenance methods and techniques; trees, plants, flowers and shrubs; operations and maintenance of tools and equipment used in grounds maintenance; grounds caretaking equipment operation and maintenance. Skill in the operation of power tools and equipment.

Ability to perform general custodial and minor building and equipment maintenance; understand oral and written instructions; use a variety of custodial equipment and materials; establish and maintain good working relationships; keep accurate records and write reports; perform unskilled, semi-skilled and skilled tasks using a variety of tools and equipment; perform heavy manual labor; lift 90 pounds on a regular basis; repair irrigation and sprinkler systems; operate vehicles and stationary mechanical equipment; respond to emergency and problem situations in an effective manner; understand and apply policies and procedures; work independently; work safely; apply pesticides and herbicides; perform a variety of building maintenance; meet the physical requirements established by the City.

PHYSICAL PROFILE

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides in CalPERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental, and Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately and a separate application must be submitted for each position applied for which applicant is applying.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101, so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status.

Open: June 15 to July 19, 2021