



NOTICE OF RECRUITMENT PLEASE POST

GROUND MAINTENANCE WORKER I PART-TIME

POSITION: To perform a variety of skilled duties in the repair and maintenance of parks and related areas; and to perform related work as required.

QUALIFICATIONS: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is completion of the twelfth grade or equivalent with completion of informal training in park maintenance or a closely related field; or working-level experience performing general repair or maintenance work involving heavy manual labor.

SALARY: \$15.84/hour, usual schedule is up to 29 hours per week; paid holidays.

The City is a member of the California State Employees Retirement System (PERS) 2% @ 55 formula for classic members; 2% @ 62 formula for new members (as defined by PEPRA). The City does not pay into the Social Security system.

SELECTION PROCESS: Applications and supporting material will be reviewed and evaluated. Applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written examination, oral board interview, department interview, post-offer medical exam, drug screening, and any other testing that may be deemed necessary. All applicants will be advised on their status in the process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resource Services, 405 E. El Monte, Dinuba, CA 93618, phone 591-5900, by 5:00 p.m. on **July 17, 2018**. www.dinuba.org A City application is required; postmarks are **not** accepted.

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees. We are an Equal Opportunity Employer.*

We do not discriminate on the basis of race, religion, color, sexual orientation, sex, sexual orientation, age, national origin or disability.

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**GROUNDS MAINTENANCE WORKER I
PART-TIME**

DEFINITION

Under supervision, to perform a variety of semiskilled and unskilled duties in the repair and maintenance of parks and related areas; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class are distinguished from the class of Ground Maintenance Worker II in that the latter is a skilled labor class. Incumbents perform semiskilled and unskilled work and may, under supervision, perform skilled work in the general work of the area assigned. No one position would normally perform all of the duties listed below; however, any position may perform any of the duties typical of this class on a limited basis. Positions in this class perform work in accordance with established instructions. Incumbents receive thorough instructions when tasks are initially assigned and after training are expected to perform duties without constant supervision. Work is reviewed periodically upon completion and while in progress. Incumbents are expected to refer most variations in work to the supervisor for instructions.

EXAMPLES OF DUTIES

Maintains and repairs of public parks and facilities; performs a variety of semiskilled and unskilled duties; loads and unloads supplies; lifts and moves heavy objects; plants, waters, cultivates, fertilizes and cares for shrubbery, lawns and trees; mows and edges lawns with hand and light-powered equipment; rakes grounds; prepares soil for planting and transplanting; assists in installation, maintenance and repair of various projects; performs other manual labor necessary to the completion of jobs; cleans and maintains grounds; cleans and maintains tools used on the job; lubricates equipment to keep equipment in good working condition; cleans restrooms; operates various vacuums to clean leaves and debris from grounds, gutters and drains; drags park athletic infields for correct grading; lines athletic fields; operates light equipment, such as trucks, compressors and jack hammers; installs and repairs sprinkler systems; responds to questions and concerns from the general public; may participate in park construction work; makes deliveries as directed; keeps simple labor and material records; operates City vehicles; and performs additional duties as required.

EMPLOYMENT GUIDELINES

Knowledge of:

Proper methods, materials, tools and equipment used in park maintenance work;
Basic math;
Simple record keeping;
Appropriate safety precautions and procedures.

Ability to:

Read and write at the level required for successful job performance;
Use and properly maintain assigned tools and equipment;
Perform semiskilled maintenance and repair work;
Maintain simple records;
Perform heavy manual labor;
Read, understand and apply simple written materials;
Operate a vehicle observing legal and defensive driving practices;
Understand and carry out oral and written instructions in English;
Establish and maintain effective relationships with those contacted in the course of work.

Education/Experience/Training: Any combination of training, education and experience which demonstrates an ability to perform the duties of the position. A typical qualifying entrance background is completion of the twelfth grade or equivalent with completion of informal training in park maintenance or a closely related field; or working-level experience performing general repair or maintenance work involving heavy manual labor.

Licenses/Certificates: Possession of a valid and appropriate California Driver's License issued by the Department of Motor Vehicles.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Regularly use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; frequently stand and talk or hear; occasionally walk, sit, climb or balance, stoop, kneel, crouch, crawl and smell; frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Regularly work in outside weather conditions; frequently work near moving mechanical parts and frequently exposed to wet and/or humid conditions and vibration; occasionally work in high, precarious places and exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is usually loud.

The omission of specific statements of duties does not exclude them from the position if the work similar, related or a logical assignment to the position.

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME: _____
Last Name First Name Middle

ADDRESS: _____
Street/P.O. Box City State Zip Code

TELEPHONE: () _____ () _____ () _____
Home Business Cell

EMAIL ADDRESS: _____

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes _____ <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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