



CITY OF NORCO

DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES FIELD/BUILDING MAINTENANCE WORKER PART-TIME POSITION – 15-20 HRS PER WEEK Weekday and Weekend Hours

SALARY: \$12.50-\$15.00/hour (depending on experience)

BENEFITS: Sick time accrual

TYPICAL DUTIES:

Under general supervision, performs a variety of unskilled to skilled tasks in the maintenance, repair and upkeep of City facilities such as parks and recreational areas, buildings and equestrian facilities. Operates and maintains appropriate equipment and performs other job related work as required.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of unskilled to skilled manual tasks involving the electrical, plumbing and general maintenance, repair, cleaning and upkeep of City parks, recreational and sports areas, equestrian buildings, and facilities; assists in basic park and buildings maintenance tasks such as weed abatement, raking leaves, tree and shrub pruning, etc.; uses basic and power driven tools and maintenance equipment including weed wackers, pruners and light trucks; cleans same tools and equipment; performs manual labor such as loading and unloading materials into trucks, and moving and arranging furniture; may open and close rest room facilities and other buildings; assists in the City graffiti removal and painting program; may maintain basic records of work performed and materials used; may assist in controlling traffic in the vicinity of work assignments; may perform some skilled maintenance and repair tasks in a training and learning capacity; reports any breakage and the need for complicated adjustments or repairs; ability to deal with difficult customers; may be required to work weekends, evenings, and/or holidays.

MINIMUM QUALIFICATIONS

Education and/or Experience:

Graduation from high school or equivalent.

At least 18 years of age.

Valid California Class C Driver License with a good driver record. (Class A Driver License a plus)

Knowledge, Skills, and Abilities:

General knowledge of operation and maintenance of power driven hand tools, including mowers, edgers, and other landscape maintenance equipment. General maintenance and repair of small tools or other closely related experience. Knowledge of safe work practices.

Ability to learn and perform general parks maintenance assignments. Perform a variety of heavy, physical labor involving strength, dexterity and coordination. Safely and efficiently operate basic and power driven tools and motorized equipment. Ability to communicate and work with the public using exceptional customer service skills. Perform assigned tasks independently and accurately; ability to be organized and manage time/projects. Perform routine equipment maintenance and repair. Maintain basic records of work performed and materials used. Read, write and follow instructions at the level required for successful job performance. Maintain good public relations with people contacted during work assignment. Ability to work with minimal supervision.

Physical Demands:

Work is performed in an outdoors environment. Work requires frequent standing, walking, bending, stooping, driving, and lifting up to 50 pounds for the purpose of lifting and holding equipment. May be exposed to extreme weather, heights, confined spaces, hazardous chemicals, dust, and outdoor allergens.

SELECTION PROCESS

Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. Before submitting an application, please read the minimum qualifications for the position.

Final appointment will be subject to a selection interview.

EMERGENCY SERVICES

All City employees are required to perform assigned Emergency Service duties in the event of an emergency or disaster. Employee must complete required FEMA courses within six months of employment.

FILING PERIOD

Position will remain open until filled. **Applicants must complete and submit an original City of Norco employment application, resumes are not accepted in lieu of a City application. Faxes or emails will not be accepted.** Cover letters and/or resumes are encouraged to be included with the application to help outline the candidates experience/qualifications for the position. Applications must be received in the Human Resources Division.

APPLY TO City of Norco, 2870 Clark Ave., Norco, CA 92860. City employment applications can be downloaded from the City's website, www.ci.norco.ca.us.

The City of Norco is an equal opportunity employer and does not discriminate on the basis of race, color, sex, age, ancestry, national origin, political or religious affiliation, sexual orientation, marital status, other non-job related physical or mental disability, medical condition, or other functional limitation in employment or the provision of service. The City is committed to making its programs, services and activities accessible to individuals with disabilities. If you require accommodation to participate in this recruitment, please contact the Human Resources Office prior to the filing deadline. We will attempt to reasonably accommodate applicants with disabilities upon request.

IMMIGRATION LAW

All new employees must present written proof of identity and entitlement to work in the United States by providing documentation in accordance with the Immigration Reform Act of 1986 within the first three days of employment.

BACKGROUND CHECK

All employment offers are conditional based on the successful completion of a background investigation, physical and drug and alcohol screening at city expense and conducted by a physician designated by the city. Applications must be thoroughly completed and signed. All information on the application is subject to investigation and verification. Reference checks will be conducted by the City to include at least the following: (1) verification/reference from current and past employers, (2) fingerprinting and Department of Justice criminal background check, and (3) confirmation of necessary licenses, certificates, and/or diploma/degrees.

The provisions of this bulletin does not constitute a contract expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice.