



CITY OF NORCO

DEPARTMENT OF PARKS, RECREATION & COMMUNITY SERVICES

DRIVER/GENERAL LABOR ASSISTANT

PART-TIME POSITION – 15-20 HRS PER WEEK

Weekday Hours: 4pm-10 pm, Weekend Hours: 7am-2pm & 2pm-10pm

(Hours may vary)

STARTING HOURLY RATE: \$10.50/hour

BENEFITS:

Sick time accrual, one hour for every 30 hours worked with a 48 hour accrual maximum. The City does not participate in Social Security. In lieu of social security, employee contributes 5% and City contributes 2.5% in a 457 plan.

TYPICAL DUTIES:

Under limited supervision, performs a variety of tasks in the Parks and Building Maintenance Division. Drives City vehicle and performs various department assistance duties as requested.

ESSENTIAL JOB FUNCTIONS:

Performs a variety of unskilled to semi-skilled manual tasks; performs manual labor such as loading and unloading equipment, moving and arranging furniture; lock and/or unlock City buildings and/or restroom facilities; observe and report changes in facility/park conditions to appropriate staff; may maintain basic records of work performed and materials used. Assists City staff with various requests. May supervise volunteers and/or court workers. 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.

Knowledge, Skills, and Abilities:

Ability to lift fifty (50) pounds without assistance for the purpose of lifting equipment, such as tables, chairs, and/or sound system. Knowledge of safe work practices. Ability to perform a variety of heavy, physical labor involving strength, dexterity and coordination. Ability to communicate and work with City staff and the public using exceptional customer service skills. Perform assigned tasks independently and accurately; ability to be organized and manage time/projects. 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. The successful candidate will be required to pass a medical examination, and to submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). Criminal background investigations will be conducted for positions that work directly with minors and, in accordance with our drug free workplace policy; a drug-screening test will be required. All employment offers are conditional based on the successful completion of a medical examination that includes drug and alcohol screening.

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, first review of applications April 4, 2016. This recruitment may be closed at any time without notice. **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.** Submit your application by either walk-in or postal service. Cover letters and/or resumes are encouraged to be included with the application to help outline the candidates' experience/qualifications for the position.

APPLY TO: City of Norco, 2870 Clark Ave., Norco, CA 92860. City applications may be downloaded from the City's web site. 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, gender identity, 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.