



**CITY OF
NORCO**
HORSETOWN USA

Employment Opportunity

PARKS MAINTENANCE WORKER I
GEORGE INGALLS EQUESTRIAN EVENT CENTER
PART-TIME
20 HOURS/WEEK, MAXIMUM 999 HOURS IN A FISCAL YEAR
(weekend and holiday hours may be required)

SALARY RANGE: \$15.00 - \$17.00 per hour depending on experience

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.

ESSENTIAL JOB FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of typical duties is illustrative only, and is not a comprehensive listing of all functions and tasks performed.

POSITION: Under general supervision, participates in and assists in the maintenance and repair of City infrastructure to include but not limited to Pedestrian/Equestrian trail, trail fencing, streets, tree maintenance, contract supervision, irrigation, parks, urban forest, arenas, and footing for the City of Norco.

This position will perform a variety of skilled to unskilled manual tasks involving the maintenance, repair, cleaning and upkeep of the George Ingalls Equestrian Event Center. Will prepare the arenas for shows and festivals which require knowledge and use of mixture of arena footing composed of decomposed granite, clay and sand. This position will operate a John Deere Skip loader, Kabota tractor, fork lift, water truck, Kiser Dragmaster, Bobcat and additional implements. Will perform basic park and buildings maintenance tasks such as weed abatement, raking leaves, tree and shrub pruning, etc.; uses basic power driven tools and maintenance equipment including mowers, edger, weed trimmers, pruners, small riding equipment, power washer; cleans same tools and equipment; performs manual labor such as loading and unloading materials into trucks, setup and take down pipe panels and horse corrals, will open and close rest room facilities and other buildings; may maintain basic records of work performed and materials used; may assist in controlling traffic in the vicinity of work assignments.

HUMAN RESOURCES DIVISION

2870 Clark Avenue, Norco, CA 92860 • (951) 270-5655 • hr@ci.norco.ca.us • www.norco.ca.us/hr

MINIMUM QUALIFICATIONS:

Education and/or Experience

Graduation from high school or equivalent.
At least 18 years of age.

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.
- Understanding of equine and non-equine disciplines for footing.
Disciplines:
 - Cutting footing
 - Barrel Racing Footing
 - Roping footing
 - Reining Footing
 - Harness Class Footing
 - Dressage Footing – Jumping Footing
 - Rough Stock Events and footing
 - Rodeo
 - Gymkhana
 - Livestock
 - Waggon & Buggy
 - Clinics
 - Festivals and Fairs
 - Dog Shows
 - Festivals/Vendor Events
- Knowledge base for Arena Dragging patterns and moisture management
- Knowledge of special event management and facility management

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.

Provide supervision and direction to County Work Force Program participants and California Department of Forestry (CDF) crews, volunteers and civic group trail maintenance groups, as well as special event programs for community clean-up. Repairs and maintains equipment and vehicles; performs other related duties as assigned.

PHYSICAL REQUIREMENTS: Work is performed in a Public Works, Parks, and Public Facilities infrastructure environment. Work requires frequent standing, walking, bending and lifting up to 90 pounds. May be exposed to various breeds and species of animals and livestock, moving equipment and traffic, extreme weather, construction sites, fragmented dust, toxic fumes and chemicals, infectious diseases and air and water borne pathogens.

LICENSE/CERTIFICATES: Valid Class “C” California Diver License, at time of hire with good driving record throughout employment. Class A Driver License a plus. A DMV H6 (10 year) driver record print out obtained no earlier than three months prior, must be attached to the employment application.

SELECTION PROCESS:

Only applicants 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. Final appointments will be subject to a selection interview with the Parks, Recreation and Community Services Superintendent and the remaining conditional steps in the hiring process. Applicants selected for testing will be notified by Human Resources.

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.

APPLY: Applications may be downloaded at www.norco.ca.us/hr. **Applicants must complete and submit a signed/original City of Norco employment application and a recent DMV H6 driver record print out obtained no earlier than three months prior. Resumes are not accepted in lieu of a City application.** Emailed and faxed employment applications will not be accepted. **Submit your application by either walk-in or postal service to: City of Norco, Human Resources Division, 2870 Clark Avenue, Norco, CA 92860.** Please notify the Human Resources Division in advance if you require special accommodations to complete the application process. All applicants will be notified of the selection process via U.S. Mail, e-mail, or telephone.

CLOSING DATE: Open Until Filled – First review of applications is scheduled for the week of March 22, 2021. **Recruitment may close at any time without further notice.**

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.

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.

DRUG SCREENING: In accordance with the City's drug free workplace policy, all employment offers are conditional and based on successful completion of drug test.

E-VERIFY: The City of Norco is an E-Verify employer. E-Verify is an internet-based system operated by the Department of Homeland Security (DHS) in partnership with the Social Security Administration (SSA) that allows participating employers to electronically verify the employment eligibility of newly hired employees in the United States.

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.

Opened: 03/08/2021

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