

SEASONAL MAINTENANCE WORKER



THE POSITION

The City is seeking a qualified individual to perform semi-skilled and skilled tasks in the construction, maintenance and/or repair of City streets, parks, and related facilities. The position is designated as a seasonal work schedule that may include weekend workdays. Our ideal applicant is committed to providing excellent customer services, exhibits a strong work ethic, and is able to work well in a team environment.

Position Open: CONTINUOUS

First review: August 17, 2017
Early application submittal is encouraged

This is a full time position.
The City operates on a 9/80 schedule
with alternating Friday's off.

To apply for this position, please visit
www.governmentjobs.com

OR

www.novatojobs.org

COMPENSATION
\$24.34 - \$29.59 per hour
Placement in the salary range is based
upon qualifications.

This position is not eligible for benefits but
will accrue sick leave in accordance with
AB1522.

MINIMUM QUALIFICATIONS

Experience & Education: Two years of either street or park construction and maintenance experience. Candidates must possess a valid Class C California Drivers' License.

Knowledge of: Methods, techniques and procedures related to general maintenance and/or repair of City streets, parks and related facilities; purpose and use of a variety of vehicles, equipment, power and hand tools including motorized, pneumatic and hydraulic equipment. Ability to understand and carry out oral and written instructions and work effectively in the absence of close supervision.

Applicants in possession of Class A licenses, a Qualified Applicators Certificate (QAC) from the State of California Department of Pesticide Registration for Category B, Landscape Maintenance Pest Control and Category C, Right-of-Way Pest Control are highly desirable.

This position requires working outdoors in adverse conditions such as hot, cold and/or inclement weather and is subject to random drug testing.

APPLICATION AND SELECTION PROCESS

All applications, resumes and cover letters will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to interview for the position.

The City's actual job offer will be based on the depth and breadth of the candidates' experience and technical knowledge and skills, as well as on their ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative. The selected applicants will need to complete LiveScan digital fingerprinting.

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT www.novatojobs.org

DUTIES

A sample list of duties may include:

When assigned to any area:

- Utilize proper safety precautions related to all work performed.
- Perform heavy manual labor including lifting heavy weights, stooping, bending and twisting.
- Perform routine preventive maintenance on equipment as assigned.
- Remove litter, leaves, and tree trimmings
- Plants, waters, stakes, prunes, and sprays plants and trees
- Performs tasks essential to graffiti and weed abatement
- Cleans and maintains tools and equipment
- Maintains buildings and rest rooms by sweeping, dusting, cleaning and arranging furniture
- May be assigned as a Disaster Service Worker in the event of a disaster or emergency
- Perform related duties as assigned

When assigned to Parks & Island Maintenance:

- Operate mowers, tractors, trenchers, boom truck, chain saw, stump grinder, and chipper; utilize a variety of hand and power tools in park landscape maintenance work; assist in routine maintenance of such equipment.
- Maintain athletic fields and swimming pools; clean restrooms and pick up litter around parks and medians.
- Water, mow, weed, trim, renovate and fertilize lawns; prune trees and shrubs; plant trees, flowers and shrubs.

When assigned to Streets Maintenance:

- Use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.
- Set up traffic safety devices such as cones, signs and barricades as necessary.
- Maintain catch basins and storm drain pipes.
- Assists in maintaining sidewalks, streets and underground systems, including concrete and asphalt repairs, and painting street markings.

EMPLOYEE INFORMATION :

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.