



PERSONNEL DIVISION

101 E Street / P.O. Box 199
Waterford, CA 95386
(209) 874-2328 (209) 874-9656 fax

**GROUNDS SEASONAL LABORER
(Part Time – Seasonal)**

SALARY\$15.00/hour
FINAL FILING DATEFriday, April 28, 2017 by 5:00pm

GENERAL INFORMATION

Under general supervision, perform grounds and building maintenance tasks to maintain and improve the appearance and quality of city parks and facilities; perform related work as required.

HOURS

Seasonal part-time laborers generally work during the landscaping season, typically May through October. This position will work approximately 20 hours per week but some weekend work may be necessary. Workdays and hours may vary due to workload or weather. This is an hourly non-exempt position.

DISTINGUISHING CHARACTERISTICS:

This is an entry level class. This class is typically used as a training class, employees may have only limited or no directly related work experience.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from a Public Works Supervisor and lead supervision from a Maintenance Worker II or III. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: Duties may include, but are not limited to the following:

- Plant bulbs, trees, shrubs, annuals and perennials.
- Cultivate, water and fertilize shrubs, flower and tree beds.
- Prune and mulch trees and shrubs for improved growth and appearance.
- Weed planting beds and tree rings.
- Perform turf care including mowing, edging, trimming, fertilizing, irrigating and rolling sod.
- Conduct vehicle and equipment inspections.

- Build, repair and paint picnic tables, benches and playground equipment.
- Install, repair and paint fences, backstops and play equipment.
- Removal of garbage, paper, leaves etc. from parks and playgrounds.
- Perform maintenance and repairs to building fixtures, equipment, furnishings and structures.
- Clean and maintain facilities at city parks and facilities.
- Work special events as directed.
- Perform related duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 75 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles. The incumbent may be required to respond to after hours emergency call-outs and perform routine standby duties.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License/Certificate:

Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Maintenance Worker I and II levels.)*

Knowledge of:

- Methods, materials, and equipment used in cleaning of buildings, office space and rooms.

Ability to:

- Operate and maintain a variety of landscape and maintenance equipment.
- Lift heavy equipment and machinery.

Skill to:

Safely and effectively operate a variety of landscape maintenance and cleaning equipment, tools and materials.

AFFIRMATIVE ACTION

The City of Waterford is an Equal Opportunity Employer committed to Affirmative Action. We are sincerely interested in receiving applications from qualified minorities, women and the handicapped.

EXAMINATION ACCOMMODATION FOR THE HANDICAPPED

The City of Waterford will make every effort to accommodate applicants that have disabilities that would not allow them to compete in the announced testing process. Applicants are asked to indicate their requests for accommodation.

CUSTOMER SERVICE POLICY

The City of Waterford is committed to quality service to our customers. Our goal is to create a positive, productive and courteous atmosphere for our employees and customers. Employees are evaluated on the quality of customer service they provide.

CITY PHILOSOPHY

As a small City, Waterford utilizes a team work approach. All personnel are expected to learn the department functions necessary to continue effective city operations. This allows the city to carry on in the case of illness, absences, or unexpected employee turnover. Cross-training to accomplish this goal is encouraged and expected.

PLEASE NOTE:

Information contained herein does not constitute an expressed or implied contract as it is subject to change.

Pursuant to the Immigration Reform and Control Act of 1986, the appointed applicant will be required to verify he/she is a citizen of the United States, or an alien that is authorized to work in the United States.