**City of Crescent City**

*invites applicants for the*

**MAINTENANCE WORKER I**

**(*PART-TIME,*** *no more than 999 hours annually***)**

**$16.55 - $20.12 hourly**

**Open:** 5/9/2022 **Closing Date:** 5/31/2022

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**RESPONSIBILITIES:** Under general supervision, cares, cleans and performs minor building maintenance and routine janitorial maintenance of City buildings and facilities; performs a variety of semi-skilled and manual tasks in the routine maintenance and landscaping of parks, athletic fields, recreational facilities and other landscaped areas; and other related duties as assigned.

**EXAMPLES OF ESSENTIAL DUTIES:** *(include, but are not limited to the following):*

* Plants, waters, weeds, mows, renovates and fertilizes turf grass.
* Plants, fertilizes, cultivates, waters and sprays flowers, shrubs and other plants.
* Assists in planting, pruning, spraying and maintaining trees.
* Cleans and prepares recreation fields and repairs park playground equipment.
* Picks up litter and debris.
* Operates power mowers and other specialized turf maintenance equipment.
* Assists in the installation and maintenance of sprinkler systems.
* Operates a dump truck to pick up trash, tree limbs and leaves.
* Delivers refuse to the disposal site.
* Sweeps, mops, waxes and polishes floors. Washes windows, walls and lavatories and fixtures. Empties trash and cleans wastebaskets and trash containers. Cleans and maintains restroom and other park buildings and facilities.
* Locks and unlocks restroom doors.
* Maintains equipment used in the course of work, performs minor building maintenance work.
* Performs other related work as required.

**KNOWLEDGE & ABILITIES:**

**Knowledge of:**

* Methods, materials, and equipment used in the maintenance and cleaning of buildings, parks, playgrounds, recreational areas, and other facilities.
* Job safety policies and procedures.
* General safety practices

**Ability to:**

* Operate a variety of janitorial equipment such as floor buffers and vacuum cleaners.
* Operate a variety of park maintenance equipment such as mowers, edgers, and trimmers.
* Understand and carry out oral and written directions.
* Work after hours and on weekends.
* Establish and maintain cooperative working relationships with those contacted in the course of work.
* Perform assigned tasks independently without close supervision
* Clean and care for assigned buildings and equipment.

**SUPERVISION:** This position has no supervisory responsibilities.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for this job position. Any combination of education and experience which would provide the required knowledge, skills and abilities may be qualifying. A typical way to obtain the required qualifications would be:)*

**Education:** High school diploma or equivalent.

**Experience:** Previous landscaping and/or maintenance experience preferred but not required. A combination of education experience and/or training which demonstrates the required knowledge and ability to successfully perform the job duties.

**License:** Possession of a valid California Motor Vehicle Operator’s License or equivalent if a resident of another state; must maintain a valid driver’s license in compliance with the City’s employee driving standards.

**Wage and Benefits**

**Hourly Wage:** $16.55 - $20.12 hourly wage paid bi-weekly

**Sick Leave:** After 30 days of employment, sick leave is accrued at 24 hours annually.

**Deferred Compensation:** 457 Deferred Compensation Plan

***Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.***

**APPLICATION PROCESS:** A City of Crescent City application including required supplemental questionnaire must be received in the Human Resources Department by 5:00 p.m. on the final filing date.

Application materials are available from: City of Crescent City, 377 J Street, Crescent City, CA 95531 or on our website at [www.crescentcity.org](http://www.crescentcity.org). Following a review for minimum qualifications, applicants who are selected to move forward in the recruitment process will be notified that they must submit a completed criminal conviction history questionnaire in order to continue in the selection process.

**FINAL FILING DATE:** 5:00 p.m. Tuesday, May 31, 2022

**THE SELECTION PROCESS** may consist of a written exam and an oral interview. Subsequent to a job offer and prior to being hired, all potential City employees must submit a DMV printout showing an acceptable driving record; pass a criminal history investigation through the California Department of Justice; and pass a pre-employment medical examination and drug screening.

**Equal Employment Opportunity:**

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

**Reasonable Accommodation**: In accordance with the Americans with Disabilities Act (ADA and ADAAA) reasonable efforts will be made during the examination process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department at 707-464-7483 x233 prior to the examination date. When indicating you have a special need, one of the following definitions will apply to you. A disabled person is anyone who: (1) has a physical or mental impairment which substantially limits one or more major life activities: i.e., walking, seeing, hearing, speaking, working or learning; or (2) has a record of such impairment; or (3) is regarded as having such an impairment.

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