



Parks Maintenance Worker I

(Full-Time Open Opportunity)

SALARY: \$2,597.34- \$3157.09 (approximate monthly salary)

FINAL FILING DATE: Application materials must be received by the Human Resources Division no later than 5:00 p.m. on February 23, 2007. Applications received after this deadline will be rejected. Application materials may be obtained between the hours of 8:00 a.m. to 5:00 p.m. from: HUMAN RESOURCES DEPARTMENT, 221 WEST PINE STREET, LODI, CA 95240. To request applications by phone please call (209)333-6704. TDD (209)333-6853. www.lodi.gov

THE POSITION: Performs a variety of semi-skilled maintenance tasks for City parks, grounds, and buildings; operates a tractor gang mower and other equipment in maintenance tasks. This is the entry level in the parks maintenance class series. This position is flexibly staffed such that an individual assuming a Parks Maintenance Worker I may reasonably expect to progress to the II level with training, experience, and satisfactory performance. Positions in this class perform the more routine tasks in the Parks Division of the Parks and Recreation Department and progressively become trained in the full range of tasks performed by the Parks Maintenance Worker II. This position receives general supervision from the Parks Supervisor. Occasionally exercises technical supervision over lower level maintenance positions. Duties may include but are not limited to: mows and edges parks and grounds; waters and sprays shrubs, grass, trees, and flowers; prunes and trims trees and bushes; fertilizes and aerates parks; replaces sod; rakes and sweeps grounds; operates a tractor gang mower; installs and maintains sprinkler systems; picks up leaves and trash in parks; performs basic carpentry, concrete, plumbing, and electrical work in new construction and repair of parks facilities, including small buildings, retaining walls, walkways, and fencing; prepares and maintains baseball diamonds, basketball courts, and football fields; paints park buildings; maintains restrooms in parks; performs other related duties as required. **Knowledge of:** Basic materials, equipment, and methods used in park maintenance work; basic gardening methods, including planting and caring for various plants, trees, lawns, shrubs, and flowers; purposes and uses of a variety of hand tools and power equipment; safe work practices. **Ability to:** Learn skilled park maintenance and construction work; learn to read and understand blueprints; use and operate a variety of hand tools and power equipment.

EDUCATION AND EXPERIENCE: Any combination of education and experience that would likely produce the qualifying knowledge and ability. A typical combination is:

Education: None required.

Experience: One year of experience in parks and maintenance or a related field.

License: Possession of a valid California driver's license (class C) issued from the Department of Motor Vehicles.

Evaluation of Qualifications: Application materials and resumes will be screened to determine if applicants are considered to be among the most qualified as outlined on the job announcement. Only applicants who are among the most qualified will be invited to participate in the testing process. Resumes may not be substituted for a completed application.

TESTING PROCESS: Candidates considered to be among the most qualified will be required to participate in a qualification appraisal testing process. This may include written examination, oral interviews, assessment exercises, and physical exercises. Passing scores will determine placement on an established eligible list. The eligible list lasts approximately 2 years unless abolished sooner. Fingerprints and/or background clearance is part of the testing process.

Equal Opportunity Employer

EQUAL OPPORTUNITY EMPLOYER - The City of Lodi is an equal opportunity employer and is committed to a policy of fair employment practices regardless of race, color, ancestry, national origin, religion, sex or sexual orientation, marital status, age, mental or physical disability or perceived disability, medical condition, pregnancy, political affiliation or belief, or other unlawful discrimination.

AMERICANS WITH DISABILITY ACT - In compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, the City of Lodi provides reasonable accommodation for qualified individuals with disabilities. Individuals with disabilities requiring accommodations must contact the Human Resources Division upon application submittal to confirm the request.

CRIMINAL BACKGROUND INFORMATION - City of Lodi is authorized and required by the state of California to access Local, State, and/or Federal criminal history as part of the testing process. This process can be completed by initial fingerprinting and/or a full Background investigation pursuant to Penal Code §11105(b)(10), §11105.3, §13300(b)(10); Education Code §10911.5; Public Resources Code §5164) and in compliance with the City of Lodi's Fingerprinting Policy and Procedure. As a future employee or volunteer, you are required to be fingerprinted and processed through the Department of Justice and cleared before you can start. All information obtained will be kept in strict confidentiality.

HIRING PROCEDURE - Applicants must possess the minimum qualifications by the final filing date. Eligible lists are established upon successful completion of the selection process. The candidates must be successful in each part of the testing. To fill each vacancy the hiring department will request names to be certified from the eligible list and will make a selection from this certification list.

CONDITIONAL JOB OFFERS - Conditional job offers are subject to successful completion of a medical drug screen and/or physical. **Candidates should not quit or give notice to their current employer until final notification has been awarded by the Human Resources Division.**

MEDICAL-DRUG SCREENING – All positions may be subject to a physical or drug screen issued by a qualified medical physician assigned by the Human Resources Division. Under the requirements of the Drug Free Workplace Act of 1988, the City of Lodi has been designated as a drug-free workplace.

APPOINTMENT - At the time of appointment all candidates will be required to execute an oath of allegiance and complete Form I-9 - Employment Eligibility Verification in compliance with the Immigration and Naturalization Act. United States citizenship is not required. All new appointees are required to successfully complete a probationary period of twelve months.

EMPLOYMENT BENEFITS

SALARY - The starting salary is the first rate shown on the job announcement. Advancement to the higher steps of the salary range is based upon merit in accordance with the Salary Ordinance and Rules for Personnel Administration. Eligibility for the first merit increase is effective after 12 months and for additional merit increases after one year intervals until the employee has reached the maximum step.

HOLIDAY, VACATION, SICK, AND ADMINISTRATIVE LEAVE - **Holiday** - An average of 13 paid holidays per year. **Vacation** - 2 weeks paid vacation annually, increasing with length of service depending upon the appropriate labor agreement. **Sick Leave** - 10 days per year depending upon the appropriate labor agreement. **Administrative Leave** - Management/Mid-Management positions receive 80 hours per fiscal year, and specified professional/technical positions receive 40 hours per fiscal year (Pro-Rated).

HEALTH INSURANCE - Medical, Dental and Vision plans are available for employee and dependents. A portion of the premiums may be the employee's responsibility.

LIFE INSURANCE AND LONG TERM DISABILITY - The City pays the full premium for employee and dependent life insurance, and offers a long-term disability plan that provides up to approximately 2/3 of an employee's salary.

RETIREMENT AND DEFERRED COMPENSATION - The City of Lodi is a member of the Public Employees' Retirement System (P.E.R.S.). Lodi is not a member of the Social Security System except for the required medical contribution. Employees may participate in a 457 Deferred Compensation program.

FLEXIBLE SPENDING ACCOUNT - Employees may participate in a Section 125 Flexible Spending Account.

IMPORTANT NOTE: This bulletin does not constitute an expressed or implied contract. Any provisions or job duties contained in this bulletin may include modifications pending labor agreements and/or council approval.

