



245 E. Bonita Avenue, San Dimas California 91773-3002
www.cityofsandimas.com

EQUIPMENT OPERATOR

Parks & Recreation Department

\$4,376 – \$5,288 per month

DEADLINE TO APPLY: Friday January 18, 2019 at 4:30 p.m.

HOW TO APPLY

A City of San Dimas application must be submitted and may be completed online by visiting the City website at www.cityofsandimas.com. Please do not send in applications by e-mail or fax. Questions may be directed to the Personnel Office at (909) 394-6211 or kfrey@ci.san-dimas.ca.us. Applications must be received by January 18, 2019. A resume may be attached to the application, but does not substitute for a completed City application.

GENERAL PURPOSE

Under general supervision, operates construction and maintenance equipment in a variety of maintenance activities including asphalt, concrete, park maintenance and sanitation work; and performs other related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

1. Performs skilled work in the operation of the assigned moderately heavy equipment according to work schedule and general instructions; reads and interprets plans to determine task requirements.
2. As assigned, drives motor sweeper on a specified route; performs special sweeps for glass in roadway, cement spills, and other debris; reports on cars, trees, and pavement that may impede street sweeping operations; makes minor adjustments along the route to motor sweeper equipment reporting any breakage and the need for more complicated adjustments or repair.
3. As assigned, operates a variety of park maintenance and construction equipment including mowers and tractors equipped with tilling, leveling and aerating equipment, and other light to heavy equipment in the maintenance of park and landscaped areas.

4. As assigned, operates tractor with attachments for grading, leveling and repairing trails.
5. Mows, removes grass cuttings, leaves and debris in City parks, playgrounds and other turf areas. Loads and unloads sand, gravel, soil and decomposed granite. Grades ball fields and verifies measurements of markings and dimensions. Re-seeds, re-sods and fertilizes lawn areas.
6. As assigned, operates sewer jetter and coil rodder equipment to clear sewer lines and storm drain systems of dirt and debris.
7. As assigned, operates skip loader, backhoe, dump truck and various other power-driven equipment in the performance of construction, maintenance and repair tasks.
8. Maintains and repairs streets and street signs.
9. Using equipment, places sewer covers, digs holes and ditches, moves dirt and heavy loads at construction sites, transports and dumps loads, breaks concrete, loads and hauls to dump sites.
10. Performs various tasks involved in the routine preventative maintenance and minor repair of the assigned equipment and may assist the Equipment Mechanic with greasing and lubrication, changing oil and filters, changing tires and/or tools, replacing belts and hoses, and maintaining fluid levels.
11. Coordinates activities with other department staff.
12. Completes and submits required reports on work performed as required.
13. May be assigned to assist maintenance crews and operate other motorized equipment as necessary; participates in traffic control activities as required.
14. Responds to emergency situations in the city as required and follows applicable safety rules and regulations.
15. Performs other related duties as assigned

QUALIFICATIONS GUIDELINES

Knowledge of:

Considerable knowledge of the mechanical operation of the assigned power-driven equipment; occupational hazards and routine safety precautions; working knowledge of Code and regulations governing operation of equipment in City streets; methods, practices, tools and materials used in streets, parks and grounds construction and maintenance.

Ability to:

Operate moderately heavy, power-driven equipment with or including outboard attachments safely and efficiently; learn and follow street/alley routes; detect the need for major mechanical maintenance; perform routine adjustments and maintenance on equipment used; use and care of hand tools in making minor adjustments and performing routine maintenance of the assigned equipment; prepare routine records; work effectively in the absence of supervision; read and write English at the level required for successful job performance; establish and maintain cooperative-working relationships with those contacted through course of work and provide effective customer service.

Education/Training/Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school or equivalent.

Experience: Two or more years of experience performing parks maintenance, repair or construction work, including the operation of equipment comparable to that described above.

Licenses/Certificates/Special Requirements:

A valid Driver's License issued from a State Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required. A Class B license is required or the ability to obtain one immediately upon employment. Ability to work on stand-by in order to respond to emergency conditions.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and move materials, tools and equipment weighing up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with City staff, other organizations and the public; occasionally required to deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, and is exposed to traffic, wet or humid conditions, and vibration. The employee occasionally works in high, precarious places and is exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level is frequently loud.

SELECTION PROCESS

Interested persons who feel they meet the desirable qualifications should submit a completed City application. Not every applicant is interviewed. Selected qualified applicants will be invited to appear before an oral interview board. Application appraisal, oral interview(s) and written/computer test shall constitute 100% of the selection process.

SALARY AND BENEFITS

The starting salary for this position may be at any of the five steps in the salary range of \$4,376 – \$5,288 per month, depending on the appointee's qualifications. An appointee starting at other than the E step will be eligible for a step increase following the initial minimum six-month probationary period and annual merit increases are available thereafter.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). New members of CalPERS or an agency with CalPERS reciprocity will be subject to the provisions of the Public Employee's Pension Reform Act of 2013 (PEPRA) and will receive the 2% @ 62 formula. Employee pays 50% of the normal cost rate on a pretax basis to be calculated by CalPERS.

Employees who are current members of CalPERS or an agency with CalPERS reciprocity or who have less than a six-month break in service between employment in CalPERS (or reciprocal) agency or who have previously been employed by the City of San Dimas will be enrolled in the 2% @ 55 formula. Employee pays 7% of CalPERS contribution.

Health Benefits: San Dimas provides a \$1,445 per month cafeteria plan for health, dental and vision insurance. The City also pays for long term disability and life insurance programs for employees.

Leave Benefits: Vacation leave is accrued beginning at 112 hours per year and increases after each five years of tenure. Employees accrue 96 hours annual sick leave. The City also provides 12 paid holidays.

Retiree Health Savings Account: The City has a program where employees can achieve a triple tax-free savings program for health insurance costs at retirement or separation.

Deferred Compensation: The City provides a deferred compensation match program for employees where the City will provide matching funds up to \$150 monthly for employee contributions to the offered Section 457 deferred compensation plans.

Additional Benefits: Additional benefits include membership to a federal credit union, tuition reimbursement, computer loan program, Employee Assistance Program, membership to San Dimas Recreation Center and a Section 125 benefits program.

STATEMENT OF NON-DISCRIMINATION

The City of San Dimas advises the public, employees and job applicants that it does not discriminate on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, sex, age or any non-merit based factor in admission to, treatment of or employment in its programs and activities.

In compliance with the Americans with Disabilities Act (ADA), The City of San Dimas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. EOE (Equal Opportunity Employer)

ABOUT THE CITY

The City of San Dimas is located midway (about 27 miles) between Los Angeles and San Bernardino at the base of the San Gabriel Mountains. Superior access to freeways offers a centralized location from which to enjoy southern California's many excellent cultural and recreational activities.

San Dimas was incorporated in 1960 with a Council-Manager form of government. Its citizens receive a full range of services through the combined efforts of the City's five departments (City Manager's Office, Administrative Services, Parks & Recreation, Public Works and Development Services) and the contract services of Los Angeles County.