



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

LANDSCAPE MAINTENANCE WORKER I

Parks & Recreation Department

\$3,979 – \$4,810 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, performs semi-skilled tasks for the planning, and care of landscaped areas, City parks and recreational facilities and their maintenance; 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. Propagates seeds, plants, bulbs, cuttings, trees, turf, shrubs and nursery stock; cares for cultures, trims, braces, cables and removes same and prepares soil.
2. Performs skilled work in the preparation and application of pesticides, insecticides, fertilizers and other plant pest and disease eradication and control chemicals.
3. Performs irrigation audits and inspections. Troubleshoots and repairs irrigation equipment. Makes irrigation cycle/run time and scheduling recommendations to supervisor based on field observations. Operates automatic and manual irrigation systems, including the ability to program Calsense and Rainbird irrigation controllers.
4. Reads blueprints to locate pipes, valves, time clocks and sprinkler heads.

5. Grades, drags, lines and waters ball diamonds and cleans and replaces mounds and bases; lays out and maintains sports fields, i.e. baseball, softball, football, soccer, basketball and tennis.
6. Operates grounds keeping equipment, including lawnmowers, edgers, hedge trimmers, groomers, trucks and tractors. Mows, edges, sweeps and rakes public park and recreation areas.
7. Performs minor mechanical adjustments and related maintenance on tools, equipment, vehicles and reports the need for major repair.
8. Performs park and playground inspections. Documents and reports deficiencies to supervisor. Repairs and corrects deficiencies. Performs inspections on City owned property as directed.
9. Operates a variety of equipment such as aerial lift truck, mowers, skip loaders, backhoes, chain saws, weed eaters, pressure washer, chipper, trencher, tractors with attachments such as fertilizers, aerifiers and seeders. Perform preventative maintenance as required to the equipment.
10. Prepares and coordinates use of facilities for public and recreation events.
11. Performs minor carpentry and electrical work.
12. Performs maintenance and custodial duties in maintaining park structures, benches, restrooms and other public facilities.
13. Responds to emergency situations in the City as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

Maintenance of central/smart irrigation systems and components including back-flow prevention devices. Knowledge of plumbing and pipe fitting techniques, tools, materials and methods required for troubleshooting, installing, maintaining, and repairing landscape irrigation systems; Care and maintenance of plants, trees, grass, flowers and shrubs and knowledge of the basic tools, materials, equipment and procedures used in parks and grounds maintenance work including the use and application of fertilizers, identification of trees, shrubs, flowers and plants and basic characteristics of plant pests and diseases and control techniques; basic principles of propagating, pruning, cultivating and maintaining trees, shrubs, flowers and turf areas; safe work practices; general carpentry, painting, plumbing and electrical work.

Ability to:

Read and interpret irrigation and landscape blueprints and specifications; analyze and resolve irrigation problems in the field; perform heavy manual labor; perform a wide variety of gardening, park, grounds maintenance and building maintenance work; properly layout and maintain sports fields; utilize hand and power tools in performing carpentry, plumbing, painting, electrical and grounds maintenance work; repair, install and maintain sprinkler systems and make minor repairs and adjustments in assigned equipment; work effectively with minimal supervision; read and write English at the level required for successful job performance; and establish and maintain cooperative working relationships with others.

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:

Graduation from high school or equivalent and one year of experience in park maintenance, sports field maintenance, grounds keeping or general maintenance work and three years of irrigation systems experience supplemented by specialized training in the maintenance repair and installation, of manual and automatic irrigation systems. Ornamental Horticulture background preferred.

Licenses/Certificates/Special Requirements:

A valid Driver License issued from a State Department of Motor Vehicles for the type of vehicles or equipment operated in the course of employment is required. Class "C" license is required. Class B is desirable.

A current Backflow Prevention Device Testers certificate issued by the Los Angeles County Department of Public Health Cross-Connection & Water Pollution Control Program, is desirable.

A State of California Qualified Applicator certificate is desirable.

A Certified Playground Safety Inspector license is desirable.

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.

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 \$3,979 – \$4,810 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.