



CITY OF LOS ALAMITOS

EMPLOYMENT OPPORTUNITY

PART-TIME MAINTENANCE WORKER (TEMPORARY)

FILING INFORMATION:

The deadline for the first review of applications is on Monday, October 28, 2016 at 4:00 PM. Applicants are encouraged to apply early. Applicants that apply after the first review are not guaranteed to be considered for this recruitment. Applicants must submit a completed City of Los Alamitos employment application. Please call (562) 431-3538 for additional information, or visit www.cityoflosalamitos.org for employment application. Please submit all applications and resumes to: HResources@cityoflosalamitos.org

SALARY RANGE: \$17.30 to \$22.08 - 20 hours per week

JOB DESCRIPTION: Under close supervision from Senior Maintenance Worker, performs manual and semi-skilled maintenance work of streets, parkways, civic facilities, and parks.

TYPICAL DUTIES PERFORMED: (These examples do not include all the duties, which may be assigned; any one position may not include all the duties listed.)

- Weeds, edges, mows, waters, prunes, fertilizes and seeds lawns, shrubs, trees and ground cover; assists in the removal and clearing of debris from gutters, culverts, and drainage structures.
- Performs pick and shovel work; assists in concrete work; operates power machinery and a variety of hand tools.
- Performs custodial maintenance, upkeep of restrooms and buildings; may be assigned responsibility for temporary building security.
- Assists in the setup of equipment and bleachers for special events.
- Drives large vehicles and operates heavy equipment.
- Adheres to city and departmental policies and procedures; performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Related work hazards and safety procedures.

Ability to:

- Operate heavy equipment and drive large trucks.
- Learn the use and maintenance of basic power and hand tools, equipment, and materials use in building or ground maintenance work.
- Perform manual labor in a variety of weather conditions, and perform work requiring physical strength, dexterity, and endurance.
- Operate a motor vehicle safely.
- Read, write, and carry out oral and written instructions in English.
- Exercise good judgment, courtesy, and tact with staff and public.
- Work weekend hours.
- Utilize quality customer service skills and techniques.

EXPERIENCE AND EDUCATION:

- One year of experience in park or street maintenance is required.
- High School graduate or the equivalent is required.

LICENSE OR CERTIFICATE: Possession of a valid California Driver's License.

SELECTION PROCEDURE:

- All applications will be reviewed by a City Screening Committee. Those candidates with the most relevant qualifications will be invited to participate in an oral interview to evaluate training, experience, and personal qualifications.
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ADDITIONAL INFORMATION:

- Part-time employees are employed "at will" and serve at the pleasure of the appointing authority. As such, their services can be discontinued without cause.

The City of Los Alamitos is an Equal Opportunity Employer and does not Discriminate on the basis of Race/Color, National Origin, Sex, Religion, Age or Handicapped Status in employment or the Provision of Service.