



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

GROUNDSKEEPER

FULL TIME + BENEFITS

DEADLINE FOR APPLYING: Wednesday, February 22, 2012

RECRUITMENT PROCESS: Applications accepted through the deadline. Only those applicants that meet the minimum qualifications of the position will be invited to return for the written examination to be scheduled within the first weeks of March. The top candidates will then be invited to return for an Oral Interview.

HOW TO APPLY: If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca. 93308:

- District Employment Application (resumes will be accepted only with a completed District Employment Application)
- **A DMV print out must be submitted with application**
- Current NOR employee's can submit an Employee Job Interest form, resume, or update an employment application

The Employment Application or Employee Job Interest Form can be downloaded from the District's website at www.norfun.org, Employment Section, or request from the Personnel Office at 392-2000

BASIC FUNCTION: Under direct supervision, performs a variety of duties related to park and facility maintenance. Performs routine and manual work for maintaining parks and open turf, streetscapes and medians, restrooms, shelters, playgrounds, athletic fields, swimming pools, community centers, gymnasiums, recreation buildings, and other public grounds and facilities.

BEGINNING SALARY RANGE: \$11.81 – \$13.02 + benefits

HOURS: 40 hours per week, Monday through Friday, rotate weekends, occasional nights and holidays.

QUALIFICATIONS: One year related experience in landscaping or grounds maintenance or a combination of training and experience that provides the required knowledge, skills, and abilities to successfully perform the essential functions of this position. Must possess a valid California Class C driver's license. Must have knowledge of common garden and hand tools; operation and maintenance of powered gardening equipment; walk-behind power equipment and small riding lawn mowers; basic plant materials; basic turf, irrigation, and construction practices; and cleaning and maintaining parks, facilities, structures and pool areas. Must be able to safely and effectively operate landscape maintenance equipment; make minor field repairs and adjustments to tools and equipment; willingness to perform required manual tasks, heavy work and a variety of routine grounds and building maintenance; recognize unsafe equipment and conditions; prepare basic records and reports; understand, read and follow written and oral instructions; communicate effectively and interact courteously with other staff and the public; work alone on assigned routine tasks; and work nights, weekends and holidays as required. Must also be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT:

- A background investigation will be conducted to include fingerprinting
- Must submit to a post offer medical, functional capacity exam, and drug screen at the District's expense
- Must submit verification of your identity and citizenship or legal right to work in the United States
- Must possess a valid California Class C driver's license throughout employment and driving record must comply with District safety standards

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities are performed in an outdoor work environment, in all weather conditions, a standard shop, driving from site to site, operate various vehicles and related equipment and tools. Work near moving mechanical parts and frequent exposure to fumes airborne particles, equipment vibrations and loud noises. Work in confined areas and various heights. Work activities includes lifting, carrying, and moving heavy objects, walking, sitting, stooping, kneeling, climbing, operating a truck, tractor, cart, and related groundskeeping equipment, reading and communicating with others. Required to work nights, weekends, holidays and multiple shifts when needed. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALITY ASSURANCE : provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. May not be assigned all duties listed, nor does this cover all duties which may be assigned.

- Performs manual work in the maintenance and routine care of all turf, trees, athletic fields, irrigation, hard surfaces, streetscapes and medians, playgrounds, shelters, restrooms, buildings, pools, and other related areas in a safe and efficient manner; cleans and clears trash and debris and potential dangerous conditions; lifts and dumps garbage cans; sweeps and mops building floors, shelters and restrooms; cleans and repairs BBQ's; participates in planting, trimming, pruning, weeding, edging, fertilizing, and mowing turf, trees, shrubs and hedges, flower beds, and streetscapes and medians; participates in cutting down limbs and trees and removes trimmings and cuttings.
- Participates in installation, repairing, maintaining, and operating irrigation systems; automatic sprinkler controllers, and sprinkler heads.
- Participates in preparing athletic fields for recreation programs.
- Participates in the inspection of parks and facilities for safety, appearance and vandalism; evaluates and reports on the conditions.
- Safely operates basic hand and power tools, various vehicles and basic ground maintenance equipment to include mowers, trucks, trailers, utility vehicles, sweepers, aerators, spreaders, and sprayers.
- Performs preventative and routine maintenance on equipment including minor adjustments and repairs, sharpening and cleaning.
- Assists with the installation and repair of parks equipment and with basic construction work.
- Participates in eliminating graffiti and makes minor repairs to vandalized facilities; paints playground equipment, facilities, fences, picnic tables, benches and other related structures.
- Responds to questions and complaints and explains and interprets general park information to the public.
- Assists with the set up and take down for special events
- Maintains the required safety training designated for this position: CPR and First Aid and Defensive Driver's Education.
- Performs special projects and other work as assigned.

FULL TIME BENEFITS:

- ◆ **PAID TIME OFF** – Vacation, Sick and Holidays.
- ◆ **MEDICAL INSURANCE** - Provided to employees with an option to employees to add eligible dependents at an additional cost.
- ◆ **DENTAL INSURANCE** - The District provides coverage for both employees and eligible dependents at no cost to the employee.
- ◆ **VISION INSURANCE** - The District provides coverage for both employees and eligible dependents at no cost to the employee.
- ◆ **CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM (CAL-PERS)** - The District currently provides both the agency and employee's contribution equal to approximately 17% of the employee's annual compensation. *A new employee who is a current CalPERS retiree hired into a full time, regular part time, or hourly position may be subject to certain restrictions and should contact PERS for further information.*
- ◆ **GROUP LIFE INSURANCE** - The District provides a group life insurance policy of \$10,000.
- ◆ **TRAVEL INSURANCE** - The District provides a \$100,000 group travel accident policy while traveling on District business.
- ◆ **DISABILITY INSURANCE** – The District provides both Short Term Disability (STD) and a Long Term Disability (LTD) insurance plans.
- ◆ **WORK-LIFE BALANCE and EMERGENCY TRAVEL** - employee assistance program
- ◆ **GROUP VOLUNTARY TERM LIFE INSURANCE AND ACCIDENTAL DEATH & DISBURSEMENT (AD&D) INSURANCE** – Optional to full time employees and eligible dependents.
- ◆ **DEFERRED COMPENSATION PLANS; CALPERS 457 OR HARTFORD** – Optional. Employees can defer from taxes a portion of salary into one or both deferred compensation programs for public employees.
- ◆ **IDENTITY FRAUD EXPENSE REIMBURSEMENT COVERAGE:** The District provides coverage for all full time employees and their family members. This coverage pays for the expenses associated with clearing up their credit.
- ◆ **KERN FEDERAL CREDIT UNION (KFCU)** – Membership to KFCU provides payroll savings programs, as well as standard credit union services.
- ◆ **EMPLOYEE PARTICIPATION PROGRAM** - The Employee Participation Program allows eligible employees and their eligible immediate family members to participate in certain District activities at a reduced registration fee.
- ◆ **APPLICABLE BENEFITS REQUIRED BY LAW:**
 - Social Security
 - Workers Compensation

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca. 93308 (661) 392-2000

www.norfun.org