



*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

*Must submit a DMV print out when applying.*

**DEADLINE TO APPLY: April 30, 2018**

**RECRUITMENT PROCESS:** Upon the application deadline, a written examination will be scheduled. Interviews will be conducted within 2 weeks of the written examination. This examination will establish an eligibility list for one year from the date of the interviews.

**HOW TO APPLY:** If interested, please submit one of the following to the Personnel Office at the District's Riverlakes Administrative Complex, 3825 Riverlakes Drive, Bakersfield, Ca. 93312.

- A District Employment Application (resume's accepted with a completed District Application), complete the Addendum to the Application, AND a DMV print out must be submitted with application.
- Current employees can submit an Employee Job Interest form or an updated application or resume, complete the Addendum to the Application, AND a DMV print out must be submitted with application, if not currently on the District's eligibility list.

**BEGINNING SALARY RANGE:** \$15.62 - \$17.22 + benefits

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

**BASIC FUNCTION:** Provides routine and manual grounds maintenance functions and activities pertaining to park maintenance operations and practices.

**QUALIFICATIONS:** Equivalent to one year related experience in landscaping or grounds maintenance. Must possess a valid California Class C driver's license and driving record should be within District safety standards. Knowledge of common garden and hand tools and equipment; 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. Ability to safely and effectively operate landscape maintenance equipment; make minor field repairs and adjustments to tools and equipment; perform heavy work and a variety of routine grounds and building maintenance; willingness to perform required manual tasks; 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; work nights, weekends and holidays as required. Must 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:** An offer of employment will be contingent upon passing the following:

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

**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 up to 50 lbs; walking, sitting, stooping, kneeling, climbing; operating a truck, tractor, cart, and related groundskeeping equipment; reading, writing, and effectively communicating with others. 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.

**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.

**DISTRICT EXPECTATIONS OF THIS POSITION / QUALITY ASSURANCE:**

- Consistently reports to work on time prepared to perform job duties
- Prioritizes and performs duties as workload necessitates
- Communicates regularly with supervisor about program issues
- Provides outstanding customer service
- Maintains respectful attitude
- Interacts with customers and co-workers in a positive and courteous manner
- Responsible for the efficient and effective delivery of services.

**FULL TIME BENEFITS**

- |   |  |
|---|--|
| ◆ VACATION, SICK AND HOLIDAYS                                   | ◆ GROUP LIFE INSURANCE                   |
| ◆ EMPLOYEE MEDICAL INSURANCE (dependents at employee's expense) | ◆ TRAVEL INSURANCE                       |
| ◆ FAMILY DENTAL AND VISION INSURANCE                            | ◆ DISABILITY INSURANCE                   |
| ◆ RETIREMENT (CAL-PERS)   | ◆ WORK-LIFE BALANCE and EMERGENCY TRAVEL |

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 3825 Riverlakes Drive, Bakersfield, Ca. 93312 (661) 392-2000

[www.norfun.org](http://www.norfun.org)

## ADDENDUM TO APPLICATION FOR PARK DIVISION

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applying For: \_\_\_\_\_

### SECTION 1

1. Please rate your general level of ability in the following areas by using the chart below that best describes your capabilities.

**0 = No knowledge and/or experience**  
**1 = Some knowledge and/or experience**  
**2 = Good knowledge and/or experience**  
**3 = Highly skilled**

#### Horticulture

- \_\_\_ Fertilization
- \_\_\_ Irrigation
- \_\_\_ Pruning
- \_\_\_ Turf Care
- \_\_\_ Weed Control
- \_\_\_ Soil Preparation
- \_\_\_ Plant Names
- \_\_\_ Shrub and Tree Care

#### Construction

- \_\_\_ Rough Carpentry
- \_\_\_ Finish Carpentry
- \_\_\_ Painting
- \_\_\_ Plastering
- \_\_\_ Brick – Block Laying
- \_\_\_ Cement Finishing
- \_\_\_ Plumbing
- \_\_\_ Pipe Fitting
- \_\_\_ Electrical

#### Equipment Operation

- \_\_\_ Trucks
- \_\_\_ Backhoe
- \_\_\_ Tractor
- \_\_\_ Mower
- \_\_\_ Chain Saw
- \_\_\_ Power Sprayer
- \_\_\_ Paint Sprayer
- \_\_\_ Aerial Lifts
- \_\_\_ Skid Steer

#### Custodial

- \_\_\_ Cleaning Procedures
- \_\_\_ Building Maintenance
- \_\_\_ Buffer (floor)
- \_\_\_ Cleaning Materials & Supplies

#### Engineering

- \_\_\_ Read “Blueprints”
- \_\_\_ Erosion Control
- \_\_\_ Grading
- \_\_\_ Drainage
- \_\_\_ Sports Fields Layout

#### General Safety Procedures

- \_\_\_ Equipment Maintenance
- \_\_\_ Auto Mechanics
- \_\_\_ Public Relations
- \_\_\_ First Aid
- \_\_\_ Swim Pool Maintenance

#### Welding

- \_\_\_ Arc
- \_\_\_ Acetylene
- \_\_\_ Soldering & Brazing
- \_\_\_ Torch Cutting

#### Other

- \_\_\_ Work alone
- \_\_\_ Work in a group/crew
- \_\_\_ Lead others

2. List any special licenses, certification and training courses:

